



"In the Spirit of Town Government"

**TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI
NOTICE OF THE TOWN BOARD MEETING
TUESDAY, JUNE 21, 2016 AT 7:00 P.M.
BUCHANAN TOWN HALL, N178 COUNTY RD N, APPLETON, WI 54915**

Town Board will be holding a private social event from 6:30 p.m. until the start of the regular Board meeting. No decision making will be made by the Board at the event.

AGENDA

Notice is hereby given that the Buchanan Town Board may take action on any item listed within this agenda.

1. CALL MEETING TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL & VERIFY PUBLIC NOTICE

4. CONSENT AGENDA

- a). Approval of the Minutes of May 17, 2016 Town Board Meeting.
- b). Approval of May 2016 Treasurer Report & Approve Bills.
- c). Operator's License Renewals for July 1, 2016-June 30, 2017, & New Operator's Licenses with No Applicable Violations per Town Policy.

All items listed under the Consent Agenda are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the General Order of Business and considered at this point on the agenda.

5. PUBLIC COMMENT FORUM

General public comments will be limited to five minutes in length. Commentators must state name and address for the record. The Board's role is to listen and not discuss/debate comments nor take action on those comments at this time.

6. PRESENTATIONS:

- a). Recognition to Fred Mader, Retirement from Buchanan Fire & Rescue.
- b). Presentation from Dean Steingraber, Highway Commissioner on Outagamie County Highway Improvements planned for 2016 Calendar Year.

7. ROUTINE REPORTS:

- a). Law Enforcement – Update/Monthly Report on Town Law Enforcement Activities (Town Deputy).
- b). Fire, EMS & Emergency Management – Update/Monthly Report on Fire, EMS & Emergency Management Activities (Cameron).
 - i. Auto-Aid Agreement with Village of Combined Locks.
- c). Town Engineer – Update/Quarterly Report on Town Engineer Activities (Majkowski).
 - i. Update/Review on Contract A15/15.
- d). Town Administrator – Update/Monthly Report on Administrative Activities (Gregozeski).
 - i. Update on 2016 Key Projects.
 - ii. Update on 2017 Fiscal Year Budget & 5-Year CIP Process.

8. PLAN COMMISSION ITEMS FOR DISCUSSION & POSSIBLE ACTION: NONE

9. UNFINISHED BUSINESS FOR DISCUSSION & POSSIBLE ACTION: NONE

10. NEW BUSINESS FOR DISCUSSION & POSSIBLE ACTION:

- a). CTH ZZ/Haas Road Reconstruction & Jurisdictional Transfer (Kavanaugh) – For Discussion & Possible Action.

- b). Emons Road Safety & Speed Control – For Discussion & Possible Action.

NEW BUSINESS FOR DISCUSSION & POSSIBLE ACTION (Continued):

- c). Fireworks Permit, Applicant Speilbauer Fireworks, Location: WIR Racetrack; For June 30, 2016 (Cameron) – For Approval/Denial.
- d). Fireworks Sellers Permit, Applicant: Matt Sokol, DBA TNT Fireworks; Location: Pick N Save Parking Lot, N135 Stoneybrook Drive; For June 23 to July 4, 2016 (Gregozeski) – For Approval/Denial.
- e). Renewal of Annual Property, General Liability, Auto and Worker’s Compensation Insurance (Gregozeski) – For Approval/Denial.

11. CLOSED SESSION:

- a). Fire & Rescue Chief Recruitment & Selection - Pursuant to section 19.85(1)(c) of the Wisconsin State Statutes: Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
 - i. Reconvene to Open Session pursuant to section 19.85(2): Town Board action following the closed session.

12. FUTURE AGENDA ITEMS

Meeting agenda/discussion items and possible action on future Town Board agenda, including specific items for inclusion on or exclusion from a future agenda.

13. ADJOURNMENT

Joel Gregozeski, Administrator/Clerk
Posted: June 16, 2016

Public Notice: Agendas are posted in the following locations: Town Hall bulletin board & Town website: www.townofbuchanan.org. 2015 Wisconsin Act 79 allows the publication of certain legal notices on an Internet site maintained by a municipality. This law allows these types of legal notices to be posted in one physical location in the jurisdiction (instead of three) if also placed on an Internet site maintained by the local government.

Special Accommodations: Requests from persons with disabilities who need assistance to participate in this meeting should be made to the Clerk’s Office at (920) 734-8599 with as much advance notice as possible.

Notice of Possible Quorum: A quorum of the Plan Commission, Board of Review, and/or Board of Adjustment may be present at this meeting for the purpose of gathering information and possible discussion on items listed on this agenda. However, unless otherwise noted in this agenda, no official action by the Plan Commission, Board of Review, and/or Board of Adjustment will be taken at this meeting.



**TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI
MINUTES OF THE TOWN BOARD MEETING
TUESDAY, MAY 17, 2016 AT 7:00 P.M.
BUCHANAN TOWN HALL, N178 COUNTY RD N, APPLETON, WI 54915**

1. **CALL MEETING TO ORDER** Meeting called to order by Chairperson McAndrews at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE**– Pledge recited.
3. **ROLL CALL & VERIFY PUBLIC NOTICE** - Public notice verified. Board members present – McAndrews, Lawrence, Reinke, Kavanaugh and Walsh. Town officials present – Administrator/Clerk Gregozeski, Treasurer/Deputy Clerk Sieracki, Interim Chief Cameron, and Plan Commission Chairperson Jerry Wallenfang. Other members of the public were also in attendance.
4. **CONSENT AGENDA**
 - a). Approval of the Minutes of April 26, 2016 Town Board Meeting.
 - b). Approval of April 2016 Treasurer Report & Approve Bills.
 - c). Approval of Operator's License Applications, With No Applicable Violations per Town Policy.

Kavanaugh questioned the paycheck amounts for Lisa Van Schyndel at \$524 and \$415. Kavanaugh questioned why those two checks were made to Van Schyndel. Gregozeski stated she performed hours worked over four weeks of time. Kavanaugh questioned why she is working that many hours. Gregozeski stated other officers including Van Schyndel are performing work to handle tasks in the Department. Kavanaugh opined that the amount was too high. Interim Chief Cameron stated that Lisa Van Schyndel is assisting him in making sure the reporting functions of the Department are being completed and managed. Treasurer Sieracki indicated the payment to Van Schyndel included three pay periods.

Motion by Walsh/Reinke to approve all items as provided in the consent agenda withholding approval for the operator's license applicants Alexander Bricco and Steven Uphold. Motion carried 5 to 0 by voice vote.

5. **PUBLIC COMMENT FORUM: The following individuals spoke during public comment.**
 - a). Bradly Schinke – State Assembly District 3 candidate. He stated he is a long-time resident of the area and a current owner of a local small business. He stated his campaign will be focused on providing local control back to municipalities and resources from the State of Wisconsin.
6. **PRESENTATIONS: NONE**
7. **ROUTINE REPORTS:**
 - a). Law Enforcement – Update/Monthly Report on Town Law Enforcement Activities (Town Deputy): Deputy Burke provided an oral report on law enforcement activities noting speed enforcement and code violations were enforced. Burke noted the officer involved in an accident is recovering. Supervisor Lawrence requested a stop sign be placed on Emons Road. Gregozeski noted that stop signs rarely slow traffic, often times if unnecessarily placed causing additional traffic enforcement problems. Gregozeski noted that most Town roads are local traffic and the individuals who complain about speeding are often the individuals speeding themselves. Gregozeski noted that law enforcement has been conducting added speed enforcement along roads like Emons. Gregozeski stated that additional education and engineering is required to effectively calm traffic speeds. Walsh stated that when Emons Road is reconstructed efforts should be made in the design of the street to calm traffic.
 - b). Fire, EMS & Emergency Management – Update/Monthly Report on Fire, EMS & Emergency Management Activities (Cameron): Interim Chief Cameron provided a brief report on Fire & Rescue related activities. He provided a review of calls for service data for year-to-date 2016.
 - c). Town Administrator – Update/Monthly Report on Administrative Activities (Gregozeski).
 - i. Update on Annual Town Performance Survey: Gregozeski reviewed the results of the Town's performance survey. Gregozeski stated the majority of respondents were over the age of 45, with no children living at home. He noted a strong interest in the Town securing a yard waste site. He also

noted that low scores for road and roadside ditch maintenance were prevalent. Gregozeski noted residents felt the communication was good through both print and electronic media. Gregozeski stated he has reached out to Combined Locks and Harrison about sharing yard waste facilities.

- ii. Update on Fire Chief Position/Recruitment: Gregozeski stated one application has been received. He noted several potential applicants found the training and certification requirements difficult to acquire. He requested the Board consider making the additional certification requirements a preference rather than a requirement. The Board provided unanimous consensus on changing the requirements to preferences to encourage additional applications.
- iii. Update on 2016 Key Projects: Gregozeski provided a review of the key projects for 2016. He noted the replacement of Rescue Vehicle 2373 has not begun.
- iv. Update on Security Enhancements to Town Hall / Administrative Offices: Gregozeski stated that he has met and discussed installation of security cameras, access control systems and bullet resistant glass. He noted he is discussing other options with Cedar Corporation and whether a full remodel is more appropriate than retrofitting existing office areas.
- v. Darboy Sanitary District Water Tower Painting Project: Gregozeski stated the Village of Harrison has expressed interest in having the Village's name painted on the water tower located on County Road KK. Gregozeski stated the Darboy Sanitary District is planning to repaint the tower this year as part of a routine maintenance project. Gregozeski asked the Town Board if they would like to have the Town of Buchanan painted on the tower as well or what preference the Town Board has. The Board through unanimous consensus agreed to leave the existing lettering, Darboy USA on the tower and not add the two community's names.
- vi. 2017 Fiscal Year Budget – Discussion on budget goals, expectations, and parameters including key targets such as tax rate, tax levy and general obligation debt: Gregozeski reviewed the 2017 budget calendar. He noted several key target dates. Gregozeski requested the Board provide feedback on any key budget targets. The Board did not provide any key targets. Supervisor Reinke requested budget figures for a yard waste site or additional yard waste services.

8. PLAN COMMISSION ITEMS FOR DISCUSSION & POSSIBLE ACTION:

- a). Application for CSM (CSM #2016-01): Applicants: Jason Daye, Excel Engineering, Inc. on behalf of Mark Lamers / DBA Lamers Dairy; Parcel IDs 030042700; 030209200; 030042701; 030209100; 030209000; 030208900; 030208800; Certified Survey Map combining 7 lots into one. – For Approval/Denial: Plan Commission Chair Wallenfang provided an overview of the proposed CSM. The Town Board reviewed and discussed the application.

Motion by Kavanaugh/Reinke to approve the application for CSM (#2016-01) as presented. Motion carried unanimously by voice vote.

- b). Application for Site Plan (2016-01): Applicant: Jason Daye, Excel Engineering, Inc. on behalf of Mark Lamers / DBA Lamers Dairy; Site Plan Application for addition to milk processing & retail sales; Parcel Number 030042700 - For Approval/Denial: Plan Commission Chair Wallenfang provided an overview of the proposed Site Plan. The Town Board reviewed and discussed the application.

Motion by Reinke/Walsh to approve the application for Site Plan (#2016-01) as presented. Motion carried unanimously by voice vote.

- c). Street Vacation Request: Part of Heartland Court – For Approval/Denial: Plan Commission Chair Wallenfang provided overview of the proposed partial street vacation. Gregozeski noted this is tied to the CSM previously approved under 8a.

Motion by Walsh/Reinke to approve the Street Vacation Request: Part of Heartland Court as presented. Motion carried unanimously by voice vote.

- d). Application for Conditional Use Permit: Applicant Cheryl Wuyts; Single Family Home, Fill and Grading within Shoreland Zoning District. Parcel ID: 030027303 CSM 2849 Lot 2 (Outagamie Road) – For Approval/Denial: Plan Commission Chair Wallenfang provided an introduction to the proposed conditional use permit. Dave Schmalz from McMahon provided an overview of the request to fill within the mapped floodplain stating this application was previously approved by the Town in 2002 but has since expired.

Motion by Walsh/Reinke to approve the Conditional Use Permit Application for Cheryl Wuyts as presented. Motion carried unanimously by voice vote.

9. UNFINISHED BUSINESS FOR DISCUSSION & POSSIBLE ACTION: NONE

10. NEW BUSINESS FOR DISCUSSION & POSSIBLE ACTION:

- a). Business Liquor License Renewals for July 1, 2016 – June 30, 2017 (Sieracki) –For Approval/Denial:

Motion by Kavanaugh/Lawrence to approve the Business Liquor License Renewals for the period July 1, 2016 through June 30, 2017 as presented. Motion carried unanimously by voice vote.

- b). CTH ZZ/Haas Road Reconstruction & Jurisdictional Transfer (Kavanaugh) – For Discussion & Possible Action:

Motion by Kavanaugh/Lawrence to suspend the rules and allow the public to speak on this topic. Motion carried unanimously by voice vote.

Charles Haven, W914 County Road ZZ – Stated several people were opposed to closing the existing ZZ/Z intersection. Does not see the current intersection as a safety issue, stating it was a low speed intersection. Is concerned the proposed intersection at Haas Road and County Road Z.

Mark Andrews, W926 County Road ZZ – Lived at current residence for 25 years. Stated the road on the hill was repaired only once over the past 25 years. Opined the road realignment will make it a speedway; decreasing safety. Concerned about right of way acquisition. Concerned about truck traffic moving closer to existing homes. Concerned about losing several yard trees as part of the project. Requested the Town's support in reducing the impacts of the full County ZZ project.

Lisa Van Schyndel, N260 Woodly Road – Concerned about safety of the existing roadway. Stating that motorcycle accidents are high along with off road incidents related to steep embankments. Lived near ZZ for 25 years. Is concerned about safety at the existing ZZ/Z intersection.

Motion by Kavanaugh/Reinke to bring CTH ZZ/Haas Road Reconstruction and Jurisdictional Transfer and Intergovernmental Agreement for review and possible rescind.

The Board discussed the motion including what items should be considered in the review and why or why not to rescind. Gregozeski stated the review could be based on the terms of the agreement or the project as a whole.

Motion passed 4 to 1 by voice vote. McAndrews dissenting.

- c). Re-Appointment of Mary Van Wychen & Jon Lamers (3-year terms) to Plan Commission (McAndrews) – For Approval/Denial.

Motion by Walsh/Reinke Re-Appointment of Mary Van Wychen & Jon Lamers (3-year terms) to Plan Commission. Motion carried unanimously by voice vote.

- d). Re-Appointment of Jerry Wallenfang and Al Lamers (1-year term) to the Board of Review (McAndrews) – For Approval/Denial.

Motion by Walsh/Lawrence Re-Appointment of Jerry Wallenfang and Al Lamers (1-year term) to the Board of Review. Motion carried unanimously by voice vote.

- e). Re-Appointment of Town Administrator Joel Gregozeski (1-year term) to the Fox Cities Transit Commission (McAndrews) – For Approval/Denial.

Motion by Kavanaugh/Lawrence to appoint Town Administrator Joel Gregozeski to the Fox Cities Transit Commission. Motion carried unanimously by voice vote.

- f). Appointments to Town Public Safety Ad-Hoc Committee (Gregozeski) – For Discussion and Possible Action.

Motion by Walsh/Reinke to appoint Mark McAndrews, Karen Lawrence, Dennis Berg, Lisa Van Schyndel and Jeff Hooyman to the Town Public Safety Ad-Hoc Committee. Motion carried unanimously by voice vote.

- g). Request for Street Light along Eisenhower Drive, Approximately 525 Feet North of County Road KK (Calumet Street) – For Approval/Denial: Gregozeski reviewed the request and cost proposal to install a street light approximately 525 feet north of County Road KK along Eisenhower Drive. The Town Board reviewed and discussed the proposal.

Motion by Walsh/Lawrence to approve the proposal from WE Energies to install a street light along Eisenhower Drive as presented. Motion carried unanimously by voice vote.

- h). Resolution 2016-02: Resolution Creating the Heart of the Valley Prevention Partnership Board (Gregozeski) – For Discussion and Possible Action: Gregozeski noted the Town Board approved funding the Heart of the Valley Prevention Partnership for 2016 valued at \$694. Gregozeski noted as a funding partner, the Town may adopt a resolution creating the Heart of the Valley Prevention Partnership Board and appointing a Town representative to the Board. The Town Board discussed and reviewed the resolution. McAndrews stated he does not believe this to be a function of Town government. Walsh agreed with McAndrews.

Motion by Lawrence/Reinke to approve Resolution 2016-02: Creating the Heart of the Valley Prevention Partnership Board. Motion passed 3 to 2 by voice vote. McAndrews and Walsh dissenting.

- i). Resolution 2016-03: Resolution Transferring Funds from Fire/EMS Communication Fund to Contingency Fund (Gregozeski) – For Discussion and Possible Action:

Motion by Kavanaugh/Lawrence to approve Resolution 2016-03: Resolution Transferring Funds from Fire/EMS Communication Fund to Contingency Fund. Motion passed unanimously by voice vote.

- j). Fireworks Sellers Permit, Applicant: William F. Baker, DBA Lamb Enterprises LLC, Location: Festival Foods Parking Lot; For June 23 to July 5, 2016 (Gregozeski) – For Approval/Denial: The Board reviewed and discussed the application for fireworks sales. Interim Chief Cameron stated the seller would only be able to sell fireworks allowed under State Statutes.

Motion by Kavanaugh/Reinke to approve the Fireworks Sellers Permit, Applicant: William F. Baker, DBA Lamb Enterprises LLC, Location: Festival Foods Parking Lot; For June 23 to July 5, 2016. Motion passed unanimously by voice vote.

- k). Recognition of Town Staff for Town Hall Incident occurring on March 15, 2016 (Lawrence) – For Discussion and Possible Action: Supervisor Lawrence wanted to recognize and show her appreciation to the Town Hall staff for the shooting incident occurring on March 15, 2016. She stated she wanted the Town to provide some form of monetary recognition.

Motion by Lawrence/Kavanaugh to provide \$100 toward the Town Hall staff who were present on the day of March 15, 2016. Motion passed unanimously by voice vote.

11. CLOSED SESSION: NONE

12. FUTURE AGENDA ITEMS: CTH ZZ/Haas Road Reconstruction & Jurisdictional Transfer.

13. ADJOURNMENT: *Motion by Lawrence/Reinke to adjourn at 8:55 p.m. Motion carried unanimously by voice vote.*

Joel Gregozeski, Administrator/Clerk
Drafted: May 19, 2016

Motion to approve by: _____ Date: _____ Carried ___ to ___

TOWN BOARD MEETING:

June 21, 2016

AGENDA ITEM #: 4b

ACTION TYPE:

Administrative Action

(For Approval/Denial)



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Administrator/Clerk
Date: June 16, 2016
RE: **Treasurer's Report & Approval of Bills**

RECOMMENDED ACTION: This is an administrative action¹ item for Town Board Approval/Denial.

SUMMARY: The attached Treasurer's Report is for the period ending May 31, 2016. Also attached is a list which includes all bills and deposits for the period May 8, 2016 through June 11, 2016. Included is the Administrator/Clerk's working budget summary for the period ending May 31, 2016.

If you have specific questions regarding the bills including payroll, please contact my office prior to the meeting to discuss. Questions for an individual employee's salary and wages should be discussed with me directly as these are wages for direct hours worked. Specific employee performance should not be discussed in open session. If you'd like to discuss performance of a specific employee, please contact my office to schedule a meeting or a 'closed session' agenda item.

POLICY/PLAN REFERENCE(S):

1. Wis. Stats. §64.45 - Disbursements from town treasury.
2. Wis. Stats. §66.0607 - Withdrawal or disbursement from local treasury.
3. Town of Buchanan Budget & Financial Policy, adopted March 2010.

FISCAL IMPACT:

1. As shown on list of bills and deposits for period.

JDG

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Attachments:

1. May 2016 Treasurer's Report
2. May 8, 2016 through June 11, 2016 Bills & Deposits List
3. Town Budget Summary for period ending May 31, 2016

¹ Administrative actions involve the routine application of adopted rules, policies and standards. Examples include the approval of bills, the awarding of contracts/agreements and the issuance of permits and licenses for permitted uses. Discretion associated with these types of decisions is very limited and is based solely on state statutes, local ordinances and/or policy.



Monthly Report

May 2016

Operating Account Investors Community Bank	Previous Balance	\$ 1,333,983.65
	Deposits	\$ 30,847.77
	Checks	\$ 121,866.75
	Interest Credited on 5/31/16	\$ 272.98
	Balance as of 5/31/16	\$ 1,243,237.65
	<i>(Interest Year to Date: \$2,403.26)</i>	
	Segregated Funds (included in above total)	
	Intersection Improvement Fund	\$ 74,336.00
	Fire Apparatus Fund	\$ 76,405.00
	Building Improvement Fund	\$ 31,646.00
HOVPP Fund	\$883.02	
Trail Development Fund	\$ 15,042.00	
Contingency Account Investors Community Bank	Previous Balance	\$ 247,576.30
	Deposits	
	Withdrawals	\$ -
	Interest Credited on 5/31/16	\$ 103.11
	Balance as of 5/31/16	\$ 247,679.41
	<i>(Interest Year to Date: \$782.67)</i>	
Park Impact Fees Investors Community Bank	Previous Balance	\$ 14,304.85
	Deposits	\$ 1,920.00
	Withdrawals	\$ -
	Interest Credited on 5/31/16	\$ 4.85
	Balance as of 5/31/16	\$ 16,229.70
	<i>(Interest Year to Date: \$27.10)</i>	
Fire/EMS Communication Investors Community Bank	Previous Balance	\$ 3,057.41
	Withdrawals	\$ -
	Interest Credited on 5/31/16	\$ 0.48
	Balance as of 5/31/16	\$ 3,057.89
	<i>(Interest Year to Date: \$1.49)</i>	
Fire Department Fundraising Investors Community Bank	Previous Balance	\$ 28,338.41
	Deposit	\$ -
	Withdrawals	\$ -
	Interest Credited on 5/31/16	\$ 12.43
	Balance as of 5/31/16	\$ 28,350.84
	<i>(Interest Year to Date: \$82.19)</i>	
Road Improvements Investors Community Bank	Previous Balance	\$ 1,402,288.87
	Deposit	\$ -
	Withdrawals	\$ -
	Interest Credited on 5/31/16	\$ 307.37
	Balance as of 5/31/16	\$ 1,402,596.24
	<i>(Interest Year to Date: \$1,419.36)</i>	

Loan Balances

Citizens Bank (Van Roy Road/Other Projects) <i>(Original Loan Amount - \$1,410,000.00)</i>	Balance as of 5/31/16	\$ 175,000.00
	<i>(Int. Paid Year to Date:)</i>	
	<i>(Int. Paid Inception to Date: \$245,922.55)</i>	
State Trust Fund (Road Projects) <i>(Original Loan Amount - \$2,000,000.00)</i>	Balance as of 5/31/16	\$ 2,000,000.00
	<i>(Int. Paid Year to Date:)</i>	
	<i>(Int. Paid Inception to Date: 0)</i>	

06/10/16

TOWN OF BUCHANAN
Bills for 6/21/16 Meeting
May 8 through June 11, 2016

Type	Date	Num	Name	Memo	Paid Amount
11010.0 - Investors Bank-Checking					
Deposit	05/10/2016			Deposit	2,523.29
Deposit	05/10/2016			Deposit	12,107.11
Deposit	05/17/2016			Deposit	2,980.99
Deposit	05/25/2016			Deposit	2,205.00
Deposit	05/23/2016			Deposit	40.00
Deposit	05/25/2016			Deposit	25.00
Deposit	05/26/2016			Deposit	25.00
Deposit	05/31/2016			Deposit	2,671.00
Deposit	05/31/2016			Deposit	64.99
Deposit	06/01/2016			Deposit	3,859.61
Deposit	06/01/2016			Deposit	49.99
Deposit	06/06/2016			Deposit	2,077.68
Deposit	06/03/2016			Deposit	25.00
Deposit	06/08/2016			Deposit	19,982.90
Deposit	06/06/2016			Deposit	40.00
Deposit	05/31/2016			Interest	272.98
Deposit	06/10/2016			Deposit	538.12
Paycheck	05/11/2016	ACH	FRANZKE, RICK A		-363.22
Paycheck	05/11/2016	ACH	HENNESSEY, PATRICIA A		-579.42
Paycheck	05/11/2016	ACH	KARRELS, JONATHON A		-64.65
Paycheck	05/11/2016	ACH	SIERACKI, CYNTHIA R		-944.98
Paycheck	05/11/2016	ACH	CAMERON, NEAL A		-837.28
Paycheck	05/11/2016	ACH	GIRARD, CHRIS L		-301.21
Paycheck	05/11/2016	ACH	GREGOZESKI, JOEL D		-2,248.90
Paycheck	05/15/2016	ACH	WALSH, THOMAS F		-600.27
Paycheck	05/15/2016	ACH	KAVANAUGH, CHARLES J		-375.18
Paycheck	05/15/2016	ACH	LAWRENCE, KAREN L		-400.18
Paycheck	05/15/2016	ACH	MC ANDREWS, MARK C		-559.19
Paycheck	05/15/2016	ACH	REINKE, DENNIS G		-375.18
Paycheck	05/11/2016	ACH	BERG, DENNIS G		-166.79
Paycheck	05/11/2016	ACH	BIRKNER, ZACHARY G		-79.43
Paycheck	05/11/2016	ACH	CORNING, BRUCE D		-175.93
Paycheck	05/11/2016	ACH	HERTER, BILL J		-36.76
Paycheck	05/11/2016	ACH	HOOYMAN, JEFFREY J		-146.63
Paycheck	05/11/2016	ACH	JAHN, DANIEL W		-101.40
Paycheck	05/11/2016	ACH	JAHN, STEVEN W		-35.05
Paycheck	05/11/2016	ACH	KARNER, BENJAMIN D		-68.25
Paycheck	05/11/2016	ACH	KRUEGER, SAMUEL A		-47.63
Paycheck	05/11/2016	ACH	KUMROW, DEREK A		-24.82
Paycheck	05/11/2016	ACH	LOCKHART, SCOTT G		-127.82
Paycheck	05/11/2016	ACH	MADER, MATTHEW J		-221.88
Paycheck	05/11/2016	ACH	MENCEL, JR, WILLIAM L		-11.44
Paycheck	05/11/2016	ACH	MUSICH, SCOTT M		-189.08
Paycheck	05/11/2016	ACH	NEWHOUSE, JAMIE J		-389.69
Paycheck	05/11/2016	ACH	RASCHKA, AARON M		-67.78
Paycheck	05/11/2016	ACH	REECE III, EUGENE R		-178.19
Paycheck	05/11/2016	ACH	REGAL, BRIAN J		-374.19
Paycheck	05/11/2016	ACH	RUSCH, TYLER R		-30.47

TOWN OF BUCHANAN
Bills for 6/21/16 Meeting
May 8 through June 11, 2016

Type	Date	Num	Name	Memo	Paid Amount
Paycheck	05/11/2016	ACH	THYSSEN, NICHOLAS P		-50.80
Paycheck	05/11/2016	ACH	VAN SCHYNDEL, LISA M		-128.19
Paycheck	05/11/2016	ACH	VANDE WETTERING, KURT D		-19.86
Paycheck	05/11/2016	ACH	WALSH, JOHN T		-92.32
Paycheck	05/11/2016	ACH	VANDERMOSSE, TAYLOR L		-26.26
Check	05/16/2016	ACH	Paul Hermes	Inspection fees	-1,398.78
Check	05/09/2016	ACH	Network Health Plan	Group 100400,	-3,570.94
Liability C...	05/17/2016	ACH	Internal Revenue Service	39-1316254	-2,049.14
Liability C...	05/18/2016	ACH	Internal Revenue Service	39-1316254	-608.32
Liability C...	05/27/2016	ACH	Wisconsin Dept. of Revenue	036-0000195431-02	-642.85
Liability C...	05/27/2016	ACH	Department of Employee Trust Funds	69-036-0120-000	-1,400.10
Paycheck	05/25/2016	ACH	FRANZKE, RICK A		-348.64
Paycheck	05/25/2016	ACH	GIRARD, CHRIS L		-369.08
Paycheck	05/25/2016	ACH	KARRELS, JONATHON A		-73.88
Paycheck	05/25/2016	ACH	KINNARD, STEFFI A.		-114.29
Paycheck	05/25/2016	ACH	SIERACKI, CYNTHIA R		-923.60
Paycheck	05/25/2016	ACH	CAMERON, NEAL A		-837.28
Paycheck	05/25/2016	ACH	GREGOZESKI, JOEL D		-2,248.90
Paycheck	05/25/2016	ACH	HENNESSEY, PATRICIA A		-579.40
Paycheck	05/25/2016	ACH	BERG, DENNIS G		-131.04
Paycheck	05/25/2016	ACH	BIRKNER, ZACHARY G		-62.04
Paycheck	05/25/2016	ACH	JAHN, DANIEL W		-55.27
Paycheck	05/25/2016	ACH	MENCEL, JR, WILLIAM L		-21.92
Paycheck	05/25/2016	ACH	NEWHOUSE, JAMIE J		-213.07
Paycheck	05/25/2016	ACH	RASCHKA, AARON M		-81.88
Paycheck	05/25/2016	ACH	REECE III, EUGENE R		-115.30
Paycheck	05/25/2016	ACH	THYSSEN, NICHOLAS P		-147.29
Paycheck	05/25/2016	ACH	VAN SCHYNDEL, LISA M		-306.19
Paycheck	05/25/2016	ACH	VANDERMOSSE, TAYLOR L		-39.38
Paycheck	05/25/2016	ACH	WALSH, JOHN T		-59.56
Paycheck	05/25/2016	ACH	HOOYMAN, JEFFREY J		-146.63
Liability C...	05/31/2016	ACH	Internal Revenue Service	39-1316254	-1,840.44
Bill Pmt -...	06/01/2016	ACH	Delta Dental of Wisconsin		-179.46
Paycheck	06/08/2016	ACH	BERGHOLZ, SEAN M		-350.93
Paycheck	06/08/2016	ACH	GIRARD, CHRIS L		-356.51
Paycheck	06/08/2016	ACH	HENNESSEY, PATRICIA A		-566.31
Paycheck	06/08/2016	ACH	KARRELS, JONATHON A		-92.35
Paycheck	06/08/2016	ACH	SIERACKI, CYNTHIA R		-923.60
Paycheck	06/08/2016	ACH	CAMERON, NEAL A		-693.78
Paycheck	06/08/2016	ACH	FRANZKE, RICK A		-348.65
Paycheck	06/08/2016	ACH	GREGOZESKI, JOEL D		-2,248.90
Paycheck	06/08/2016	ACH	BERG, DENNIS G		-95.31
Paycheck	06/08/2016	ACH	BIRKNER, ZACHARY G		-94.79
Paycheck	06/08/2016	ACH	CORNING, BRUCE D		-87.97
Paycheck	06/08/2016	ACH	HERTER, BILL J		-63.00
Paycheck	06/08/2016	ACH	HOMOLA, MICHAEL G		-19.39
Paycheck	06/08/2016	ACH	HOOYMAN, JEFFREY J		-24.04
Paycheck	06/08/2016	ACH	JAHN, DANIEL W		-61.42
Paycheck	06/08/2016	ACH	JAHN, STEVEN W		-84.11

06/10/16

TOWN OF BUCHANAN
Bills for 6/21/16 Meeting
May 8 through June 11, 2016

Type	Date	Num	Name	Memo	Paid Amount
Paycheck	06/08/2016	ACH	KARNER, BENJAMIN D		-36.76
Paycheck	06/08/2016	ACH	KRUEGER, SAMUEL A		-323.07
Paycheck	06/08/2016	ACH	KUMROW, DEREK A		-59.57
Paycheck	06/08/2016	ACH	LOCKHART, SCOTT G		-121.37
Paycheck	06/08/2016	ACH	MADER, MATTHEW J		-202.94
Paycheck	06/08/2016	ACH	MENCEL, JR, WILLIAM L		-21.94
Paycheck	06/08/2016	ACH	RASCHKA, AARON M		-45.18
Paycheck	06/08/2016	ACH	REGAL, BRIAN J		-37.42
Paycheck	06/08/2016	ACH	THYSSEN, NICHOLAS P		-45.72
Paycheck	06/08/2016	ACH	VAN SCHYNDEL, LISA M		-256.36
Paycheck	06/08/2016	ACH	MUSICH, SCOTT M		-32.60
Paycheck	06/08/2016	ACH	VANDE WETTERING, KURT D		-9.92
Paycheck	06/08/2016	ACH	WALSH, JOHN T		-79.42
Paycheck	06/08/2016	ACH	WIEDENBAUER, KENNETH S		-173.46
Check	06/06/2016	ACH	STAMPS.COM	Monthly Stamps.Com fee	-15.99
Check	06/06/2016	ACH	USPS	Stamps.com postage purchase	-100.00
Check	06/10/2016	ACH	Network Health Plan	Group 100400,	-3,570.94
General J...	05/17/2016	485		To replace check # 34613-Safeguard	46.44
Bill Pmt -...	05/09/2016	34715	AMG Employer Solutions		-28.00
Bill Pmt -...	05/09/2016	34716	Baycom Inc.		-29.00
Bill Pmt -...	05/09/2016	34717	Card Service Center	Visa 0975, 1064, 0579	-647.60
Bill Pmt -...	05/09/2016	34718	Duo-Safety Ladder Corporation		-11.45
Bill Pmt -...	05/09/2016	34719	EmbroiderMe		-101.85
Bill Pmt -...	05/09/2016	34720	McMahon Associates, Inc.		-110.40
Bill Pmt -...	05/09/2016	34721	News Publishing Company Inc.		-118.70
Bill Pmt -...	05/09/2016	34722	Oshkosh Fire & Police Equipment, Inc.		-750.00
Bill Pmt -...	05/09/2016	34723	Outagamie County Highway Dept.		-19,634.53
Bill Pmt -...	05/09/2016	34724	Outagamie County Register of Deeds		-30.00
Bill Pmt -...	05/16/2016	34725	Appleton City of		-4,729.00
Bill Pmt -...	05/16/2016	34726	Cintas Corporation #443		-103.09
Bill Pmt -...	05/16/2016	34727	Corporate Network Solutions, Inc.		-250.00
Bill Pmt -...	05/16/2016	34728	Darboy Corner Store		-144.02
Bill Pmt -...	05/16/2016	34729	Darboy Joint Sanitary District No 1		-114.55
Bill Pmt -...	05/16/2016	34730	Lowe's		-160.30
Bill Pmt -...	05/16/2016	34731	Masimo Americas, Inc		-450.00
Bill Pmt -...	05/16/2016	34732	McMahon Associates, Inc.		-396.45
Bill Pmt -...	05/16/2016	34733	Menards	Acct. 31110297,	-63.38
Bill Pmt -...	05/16/2016	34734	Office Depot	Acct. 5163,	-235.68
Bill Pmt -...	05/16/2016	34735	Quick Print Center Inc.		-149.00
Bill Pmt -...	05/16/2016	34736	Unemployment Insurance		-68.94
Bill Pmt -...	05/16/2016	34737	Verizon		-120.03
Bill Pmt -...	05/16/2016	34738	WE Energies-Street Lights	Acct. 3841-040-796	-1,989.36
Check	05/17/2016	34739	HOOYMAN, JEFFREY J		-15.00
Check	05/17/2016	34740	Safeguard Business Systems Inc.	Invoice 031265416	-46.44
Check	05/23/2016	34741	REGAL, BRIAN J		-106.80
Check	05/23/2016	34742	REECE III, EUGENE R		-144.74
Check	05/23/2016	34743	Jamie Newhouse		-280.68
Bill Pmt -...	05/23/2016	34744	Advance Disposal-Green Bay-B8		-26,621.78
Bill Pmt -...	05/23/2016	34745	Cedar Corporation		-3,610.12

06/10/16

TOWN OF BUCHANAN
Bills for 6/21/16 Meeting
May 8 through June 11, 2016

Type	Date	Num	Name	Memo	Paid Amount
Bill Pmt -...	05/23/2016	34746	Cummins NPower		-230.78
Bill Pmt -...	05/23/2016	34747	Eagle Engraving, Inc.		-14.64
Bill Pmt -...	05/23/2016	34748	Emergency Medical Products, Inc.		-537.18
Bill Pmt -...	05/23/2016	34749	Great Lakes Testing, Inc		-264.00
Bill Pmt -...	05/23/2016	34750	Kaukauna Utilities		-106.46
Bill Pmt -...	05/23/2016	34751	Oshkosh Fire & Police Equipment, Inc.		-500.00
Bill Pmt -...	05/23/2016	34752	Outagamie County Planning Dept.		-15.00
Bill Pmt -...	05/23/2016	34753	Outagamie County Solid Waste		-10.00
Bill Pmt -...	05/23/2016	34754	Suburban Electrical		-1,640.00
Bill Pmt -...	05/23/2016	34755	Suburban Wildlife Solutions LLC		-200.00
Bill Pmt -...	05/23/2016	34756	TDS Metrocom		-648.98
Bill Pmt -...	05/23/2016	34757	VFIS	45-700	-60.00
Bill Pmt -...	05/23/2016	34758	Wisconsin Dept. of Justice	G3203	-210.00
Check	05/26/2016	34759	Kimberly Area School District	Life Force	-1,000.00
Check	05/26/2016	34760	Kimberly Area School District	Post Prom	-250.00
Check	05/26/2016	34761	Kimberly Area School District	Post Graduation	-250.00
Check	05/31/2016	34762	WE Energies-Appleton	Work Request Number 3923047	-7,003.47
Bill Pmt -...	05/31/2016	34763	Accent Business Solutions, Inc.		-98.40
Bill Pmt -...	05/31/2016	34764	FirstMerit Bank	630434600001000	-3,193.75
Bill Pmt -...	05/31/2016	34765	UNUM Life Insurance Company of A...	932511-001	-144.16
Check	06/06/2016	34766	CORNING, BRUCE D		-30.00
Check	06/06/2016	34767	KRUEGER, SAMUEL A		-42.24
Bill Pmt -...	06/06/2016	34768	Cintas Corporation #443		-103.09
Bill Pmt -...	06/06/2016	34769	Eagle Graphics LLC	VOID:	0.00
Bill Pmt -...	06/06/2016	34770	McMahon Associates, Inc.		-479.40
Bill Pmt -...	06/06/2016	34771	Outagamie County Sheriff		-92,348.68
Bill Pmt -...	06/06/2016	34772	Outagamie County Zoning		-450.00
Bill Pmt -...	06/06/2016	34773	WE Energies		-601.01
Check	06/08/2016	34774	CAMERON, NEAL A	Mileage	-82.78
Total 11010.0 · Investors Bank-Checking					-162,488.52
11015.0 · Invest Bank-Contingency Svgs MM					
Deposit	05/27/2016			Interest	103.11
Total 11015.0 · Invest Bank-Contingency Svgs MM					103.11
11020.0 · Invest Bank-Park Impact Fees MM					
Deposit	05/25/2016			Deposit	480.00
Deposit	05/31/2016			Deposit	960.00
Deposit	05/27/2016			Interest	4.85
Total 11020.0 · Invest Bank-Park Impact Fees MM					1,444.85
11030.0 · Inv Bank-Fire/EMS Comm Equip MM					
Deposit	05/31/2016			Interest	0.48
Total 11030.0 · Inv Bank-Fire/EMS Comm Equip MM					0.48
11045.0 · Inv Bank-Fire Dept Fundraising					
Deposit	05/31/2016			Interest	12.43
Total 11045.0 · Inv Bank-Fire Dept Fundraising					12.43

06/10/16

TOWN OF BUCHANAN
Bills for 6/21/16 Meeting
May 8 through June 11, 2016

Type	Date	Num	Name	Memo	Paid Amount
11050.0 · Investors Bank-Road Improvement					
Deposit	05/31/2016			Interest	307.37
Total 11050.0 · Investors Bank-Road Improvement					307.37
TOTAL					-160,620.28

Town of Buchanan						
Year-To-Date Budget Comparison (Revenues)						
Fiscal Year 2016						
					<i>As of:</i>	<i>5/31/2016</i>
Department	2015 BUDGET	2016 BUDGET	YEAR TO DATE 5/31/2016	(UNDER) OVER BUDGET 2016	PERCENT UNDER/ OVER	
Taxes - 41000						
General Property Taxes	\$1,885,308	\$1,896,025	\$1,658,961	\$ (237,064)	87%	
Special Assessments - 42000	\$0	\$12,000	\$0	\$ (12,000)	0%	
Intergovernmental Revenues - 43000	\$282,774	\$281,323	\$66,045	\$ (215,279)	23%	
Licenses & Permits - 44000	\$70,495	\$70,495	\$61,468	\$ (9,027)	87%	
Fines, Forfeitures & Penalties - 45000	\$14,155	\$12,155	\$7,999	\$ (4,157)	66%	
Public Charges for Services - 46000	\$301,480	\$303,740	\$9,446	\$ (294,294)	3%	
Intergovernmental Charges for Services - 47000	\$1,900	\$1,900	\$0	\$ (1,900)	0%	
Miscellaneous Revenue - 48000	\$615,500	\$155,000	\$11,900	\$ (143,100)	8%	
Proceeds Long Term Debt - 49000	\$1,397,000	\$766,651	\$0	\$ (766,651)	0%	
TOTAL - Revenues	\$ 2,683,304	\$ 3,499,289	\$ 1,815,818	\$ (1,683,471)	51.89%	

Town of Buchanan						
Year-To-Date Budget Comparison (Expenses)						
Fiscal Year 2016						
					<i>As of:</i>	<i>5/31/2016</i>
Department		2015 BUDGET	2016 BUDGET	YEAR TO DATE 5/31/2016	(UNDER)	PERCENT
					OVER BUDGET 2015	OF BUDGET
General Government - 51000						
51100	Legislative (Town Board)	\$ 31,930	\$ 32,005	\$ 14,384	\$ (17,621)	45%
51300	Legal Service Fees	\$ 33,000	\$ 30,000	\$ 8,000	\$ (22,000)	27%
51400	General Administration	\$ 250,934	\$ 254,354	\$ 104,484	\$ (149,870)	41%
51500	Financial Administration	\$ 21,500	\$ 21,750	\$ 10,049	\$ (11,701)	46%
51600	General Building, Town Hall	\$ 57,637	\$ 58,402	\$ 18,359	\$ (40,043)	31%
51900	Other General Government	\$ 24,146	\$ 24,146	\$ 4,827	\$ (19,319)	20%
Subtotal - General Government		\$ 419,147	\$ 420,657	\$ 160,103	\$ (260,554)	38%
Public Safety - 52000						
52100	Law Enforcement	\$ 400,002	\$ 405,763	\$ 185,025	\$ (220,738)	46%
52200	Fire & Rescue	\$ 157,847	\$ 177,803	\$ 66,270	\$ (111,533)	37%
52300	Emergency Management/EMS	\$ 91,720	\$ 35,100	\$ 8,874	\$ (26,226)	25%
52400	Building Inspection	\$ 12,500	\$ 15,600	\$ 6,994	\$ (8,606)	45%
Subtotal - Public Safety		\$ 662,069	\$ 634,266	\$ 267,163	\$ (367,103)	42%
Public Works - 53000						
53300	Highway & Street Maintenance	\$ 211,400	\$ 221,900	\$ 82,993	\$ (138,907)	37%
53400	Road Related Facilities	\$ 34,068	\$ 41,068	\$ 21,134	\$ (19,934)	51%
53500	Mass Transit	\$ 60,772	\$ 56,745	\$ 28,280	\$ (28,465)	50%
53600	Sanitation	\$ 321,982	\$ 324,372	\$ 114,728	\$ (209,644)	35%
Subtotal - Public Works		\$ 628,222	\$ 644,085	\$ 247,135	\$ (396,950)	38%
Culture, Recreation & Education - 55000						
55200	Parks	\$ 10,500	\$ 13,000	\$ 24	\$ (12,976)	0%
55300	Recreation Programs & Events	\$ -	\$ 500	\$ -	\$ (500)	0%
Subtotal - Culture, Recreation & Ed.		\$ 10,500	\$ 13,500	\$ 24	\$ (13,476)	0%
Conservation & Development - 56000						
56700	Economic Development	\$ 185	\$ 3,678	\$ 3,687	\$ 10	100%
56900	Planning & Zoning/Erosion/Conservation	\$ 25,520	\$ 26,520	\$ 9,708	\$ (16,812)	37%
Subtotal - Conservation & Development		\$ 25,705	\$ 30,198	\$ 13,395	\$ (16,803)	44%

Department		2015 BUDGET	2016 BUDGET	YEAR TO DATE 5/31/2016	(UNDER) OVER BUDGET 2015	PERCENT OF BUDGET
Other Financing Uses						
	Contingency & Reserves	\$ 70,027	\$ 80,000	\$ -	\$ (80,000)	0%
Subtotal - Other Financing Uses		\$ 70,027	\$ 80,000	\$ -	\$ (80,000)	0%
Debt Service Fund - 58000						
58000	Debt Service	\$ 182,593	\$ 181,388	\$ 3,194	\$ (178,194)	2%
Subtotal - Debt Service Fund		\$ 182,593	\$ 181,388	\$ 3,194	\$ (178,194)	2%
Capital Outlay - 57000						
57190	General Government	\$ 8,500	\$ 59,000	\$ 7,035	\$ (51,965)	12%
57620	Parks & Recreation	\$ 58,500	\$ 57,500	\$ 17,251	\$ (40,249)	30%
57220	Fire & Rescue	\$ 114,500	\$ 317,400	\$ 92,010	\$ (225,390)	29%
57230	EMS - Emergency Management	\$ 4,500	\$ -	\$ -	\$ -	0%
57331	Roads & Public Works	\$ 2,384,350	\$ 1,058,921	\$ 228,474	\$ (830,447)	22%
57348	Stormwater & Drainage	\$ -	\$ 106,375	\$ -	\$ (106,375)	0%
Subtotal - Capital Outlay		\$ 2,570,350	\$ 1,599,196	\$ 344,769	\$ (1,254,427)	22%
TOTAL - General Fund Operating, Debt & Capital		\$ 4,568,613	\$ 3,603,290	\$ 1,035,782	\$ (2,567,507)	28.75%

TOWN BOARD MEETING:

June 21, 2016

AGENDA ITEM #: 4c

ACTION TYPE:

Administrative Action

(For Approval/Denial)



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Administrator/Clerk
Date: June 16, 2016
RE: **Operator's License Applications for Approval/Denial**

RECOMMENDED ACTION: This is an administrative action¹ item for Town Board Approval/Denial.

SUMMARY: The attached list of bartender operator's license and agent applications were submitted for Town Board consideration. No applicants listed have any applicable violations per Town policy.

POLICY/PLAN REFERENCE(S):

1. §125.17 Wis. Stats.
2. Town of Buchanan Municipal Code: Chapter §339-24G – Operators.
3. Alcohol License (Operators) Applications Policy, adopted January 2009.

FISCAL IMPACT: NONE

JDG

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Attachments:

1. **New Applicants for Operator's Licenses & Agents for June 2016**
2. **Renewal Operator's Licenses & Agenda for 2016-2017 License Period**

¹ *Administrative actions involve the routine application of adopted rules, policies and standards. Examples include the approval of bills, the awarding of contracts/agreements and the issuance of permits and licenses for permitted uses. Discretion associated with these types of decisions is very limited and is based solely on state statutes, local ordinances and/or policy.*

					LICENSE #
Buchanan Motomart	Bessett, Nicholas S.		1/1/1900		2016-004
	Bonnin, William K.		1/12/1976		2016-005
	Gens, Broderick A.		7/20/1995		2016-006
	Gilles, Eric J.		7/8/1978		2016-007
	Heller, Tiera J.		10/19/1960		2016-008
	Marhefke, Nathan S.		12/29/1995		2016-009
	Mooney, Kyle J.		3/7/1988		2016-010
	Solorsano, Nataly		6/2/1993		2016-011
Chipotle Mexican Grill					
	Howe, Amanda A.		11/16/1992		2016-012
	Knudstrup, Stephen T.		10/28/1991		2016-013
	Lor, Tracy		9/21/1996		2016-014
	Martin, Rachel A.		8/6/1991		2016-015
	Vang, Yeng K.		2/3/1988		2016-016
	Wells, Kya L.		12/18/1991		2016-017
Countryside Golf Club, Inc.					
	Bornemann, Brittany E.		2/11/1986		2016-018
	Bornemann, Derek S.		2/23/1983		2016-019
	Bruecker, Bailee A.		1/20/1993		2016-020
	Burrow, Samantha E.		10/11/1996		2016-128
	DeBruin, Denise A.		10/30/1965		2016-021
	Jerow, Melanie R.		10/9/1988		2016-022
	Roberts, Alicia M.		4/29/1995		2016-023
	Schmidt, Jody S.		9/22/1969		2016-024
	Schroeder, Marissa L.		6/17/1995		2016-025
Sommers, Taylor R.		5/21/1997		2016-026	
Zahringer, Jennifer L.		1/25/1978		2016-027	

JUNE 2016 – APPLICANTS FOR BARTENDER OPERATOR'S LICENSES:

<u>NAME & ADDRESS OF APPLICANT</u>	<u>BUSINESS NAME</u>	<u>VIOLATIONS PERTAINING TO LICENSE APPLICATION</u>	<u>NEW OR RENEWAL</u>
2015-194PV Amanda T. Callihan, 508 S. Buchanan St., Appleton, WI 54915	Festival Foods	None	New
2015-195PV Samanda S. Powell, 176 Lamplighter Dr., Apt. #4, Kaukauna WI 54130	The Pit Stop	None	New
2015-196PV Brady T. Stolzman, W3134 Glenbrooke Ct., Appleton, WI 54915	The Stone Yard	None	New
2015-197PV Bill J. Gellerman 304½ N. Wilson St., Kimberly, WI 54136	Sinful Souls & Spirits	None	New
2016-001PV Emily C. Dressler, 217 Jefferson St., Kaukauna, WI 54130	Marcus Valley Grand	None	New
2016-002PV Brett R. Seubert, 2327 S. Meadowview Ln., Appleton, WI 54915	The Stone Yard	None	New
2016-003PV Kimberly A. Mathieus, 600 Ninth St., Menasha, WI 54952	Shopko Express	None	New

TOWN MEETING:

June 21, 2016

AGENDA ITEM #: 6a

ACTION TYPE:

Presentation

(For Discussion Only)



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Administrator/Clerk
Date: June 16, 2016
RE: **Update on County Highway Improvements for 2016 Calendar Year**

RECOMMENDED ACTION: This item is for discussion only.

SUMMARY: Outagamie County Highway Commissioner Dean Steingraber will be present to provide an update on County Highway projects for 2016 and/or planning projects for future County highway improvements within the Town of Buchanan.

POLICY/PLAN REFERENCE(S): None

FISCAL IMPACT: None

JDG

###

Attachments: None

TOWN BOARD MEETING:

June 21, 2016

AGENDA ITEM #: 7a

ACTION TYPE:

Routine Report

(For Discussion Only)



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Administrator/Clerk
Date: June 16, 2016
RE: **Monthly Report on Town Law Enforcement Activities**

RECOMMENDED ACTION: This item is for discussion only.

SUMMARY: Representatives from the Outagamie County Sheriff's Department will present the monthly law enforcement report.

POLICY/PLAN REFERENCE(S):

- Intergovernmental Agreement between Town of Buchanan and Outagamie County Sheriff's Department, adopted June 2010.

FISCAL IMPACT: NONE

JDG

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Attachments: NONE



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Interim Fire Chief Cameron
Date: June 16, 2016
RE: **Monthly Report on Fire & Rescue Activities**

Please find attached activity summary reports for the months of January – April 2016. As previously discussed the reports have been modified to follow standard reporting classifications with regard to call type. In addition, we are beginning to report response time data that will provide a comparison to the agreed upon target of assembling 10 responders within 10 minutes at 80% for fire calls. For EMS calls the comparator is an average of 5:30s for calls where the response mode is emergency. At this time, we can report the fractal measure for the responding units and are still working on the attendance reporting.

Miscellaneous activities:

- Two new members joined the Department and have begun the training and orientation process and have been assigned a mentor. They will participate in the State required training classes when they become available in the fall.
- The Department has engaged the services of Jeff Pollard to conduct fire inspections to allow the Town to stay in substantial compliance with State requirements for performing inspections. Conducting fire inspections within the appropriate timeframes is one of the core requirements for a community to receive payment of 2% fire dues from the State. This amount is approximately \$20,000. The department anticipates conducting additional training for interested members to develop a pool of qualified fire department members who can perform the tasks.
- Drill over the past weeks has included CPR training and hose testing.
- EMT's have been training and preparing for completing the refresher requirements to maintain their credentials.
- Two members attended a "Train the Trainer" program developed by VFIS and they will conduct annual driver training for department members in the coming months.
- The Department received a question about the current burning permit process and the impact that neighbors burning have on their ability to enjoy their property and keep windows open.
- Discussions w/ Village of Combined Locks to draft Auto-Aid Agreement between the Town and Village continued. A draft agreement will be disseminated at the Town Board meeting.

TBFD Fire and Rescue Call Volume and Response Time Summary

Incident Type	Total Calls		Emergency Mode		Average Response Time				80% Response Time			
	YTD	Current	YTD	Current	All Calls	Emergency Mode	YTD	Current	All Calls	Emergency Mode	YTD	Current
Fire	37	9	17	2	9	9	8	7	13	11	11	9
Average Attendance	6	5										
EMS	72	13	45	9	6:06	5:43	5:51	5:13	7:44	7:33	8:00	6:38

Notes: Response times are in minutes. Emergency mode is red lights and sirens.

Fire Call Classification Summary



Incident Type Report (Summary)
From 01/01/16 To 05/31/16
Report Printed On: 06/14/2016

Incident Type	Count	% of Incidents
1 Fire		
Building fire (111)	2	5.41%
Passenger vehicle fire (131)	2	5.41%
	4	10.82%
2 Overpressure Rupture, Explosion, Overheat(no fire)		
Air or gas rupture of pressure or process vessel (223)	1	2.70%
	1	2.70%
3 Rescue & Emergency Medical Service Incident		
Medical assist, assist EMS crew (311)	1	2.70%
Extrication of victim(s) from vehicle (352)	3	8.11%
	4	10.81%
4 Hazardous Condition (No Fire)		
Hazardous condition, other (400)	1	2.70%
Electrical wiring/equipment problem, other (440)	1	2.70%
Arcing, shorted electrical equipment (445)	1	2.70%
Vehicle accident, general cleanup (463)	9	24.32%
	12	32.42%
5 Service Call		
Service Call, other (500)	1	2.70%
Unauthorized burning (561)	1	2.70%
	2	5.40%
6 Good Intent Call		
Dispatched and cancelled en route (611)	1	2.70%
Steam, other gas mistaken for smoke, other (650)	1	2.70%
Smoke scare, odor of smoke (651)	2	5.41%
	4	10.81%
7 False Alarm & False Call		
Smoke detector activation due to malfunction (733)	6	16.22%
CO detector activation due to malfunction (736)	2	5.41%
Alarm system activation, no fire - unintentional (745)	1	2.70%
	9	24.33%
9 Special Incident Type		
Special type of incident, other (900)	1	2.70%
	1	2.70%
Total Incident Count:	37	



Incident Type Report (Summary)
From 05/01/16 To 05/31/16
Report Printed On: 06/14/2016

Incident Type	Count	% of Incidents
2 Overpressure Rupture, Explosion, Overheat(no fire)		
Air or gas rupture of pressure or process vessel (223)	1	11.11%
	1	11.11%
3 Rescue & Emergency Medical Service Incident		
Medical assist, assist EMS crew (311)	1	11.11%
	1	11.11%
4 Hazardous Condition (No Fire)		
Arcing, shorted electrical equipment (445)	1	11.11%
Vehicle accident, general cleanup (463)	6	66.67%
	7	77.78%
Total Incident Count:	9	

TOWN MEETING:

June 21, 2016

AGENDA ITEM #: 7c

ACTION TYPE:

Routine Report

(For Discussion Only)



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Administrator/Clerk
Date: June 16, 2016
RE: **Quarterly Engineer's Report**

RECOMMENDED ACTION: This item is for discussion only.

SUMMARY: Town Engineer, Thad Majkowski (Cedar Corp) will be present to provide an oral report on Town projects for 2016. Items for discussion will be local road culvert replacements and 2016 road paving projects and ditch cleaning projects.

Additionally, the Town Staff and the Engineer will provide a presentation and review of the 2015 road reconstruction contracts A15/B15 (Brookhaven Drive & Springfield Drive).

POLICY/PLAN REFERENCE(S):

1. 2016 Agreement for Professional Services Cedar Corp. & Town of Buchanan
2. 2016 Town of Buchanan Fiscal Year Budget

FISCAL IMPACT: NONE

JDG

###

Attachments: None

TOWN BOARD MEETING:

June 21, 2016

AGENDA ITEM #: 7d

ACTION TYPE:

Routine Report

(For Discussion Only)



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Administrator/Clerk
Date: June 16, 2016
RE: **Monthly Report on Town Administrator Activities**

RECOMMENDED ACTION: This item is for discussion only.

SUMMARY: A report related to the activities of the Town Administrator's office will be provided to the Town Board.

The report will include the following items:

1. **2016 Key Project Updates:** Attached is the summary document of key projects for 2016 along with a budget/project status update. Please note, we have included a punch-list of warranty repair items required for work completed through contracts A-15 & B-15.
2. **2017 Fiscal Year Budget:** The 2017 Budget Calendar was disseminated to the Town Board and staff as of June 13, 2016. Capital improvement requests are due to the Town Administrator by July 1, 2016.
3. **Other Miscellaneous Items:**
 - a. **Weed/Grass Violations:** 12 properties have been reported to the Town, of which a total of eight notices have been sent. Three violations have been resolved. Two of the properties are in foreclosure; making contact with the current property owner difficult. Second notices have been sent to those in continued violation. If compliance is not achieved, citations will be issued after the resolution period of seven days.
 - b. **Code Violations:** 7 individual complaints since June 1st have been received. Code violation letters have been sent to violators. Violations range from erosion control complaints, garbage and refuse dumping complaints and other various nuisance issues.
 - c. **Dog Kennel Violation:** Staff testified in a municipal citation case involving a dog kennel in the Town of Buchanan. Trial continues on July 5, 2016.
 - d. **August Primary Election:** Staff has been preparing for the next election, the Partisan Primary will be held on August 9, 2016, for congressional offices, legislative and state offices, and county offices.

POLICY/PLAN REFERENCE(S):

1. Town of Buchanan Municipal Code: Chapter §102-9 B(4) – Office of the Town Administrator – Responsibilities to the Town Board.

FISCAL IMPACT: NONE

JDG

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Attachments:

- **2016 Key Projects Summary**

2016 Key Projects - Implementation Status

Last Revised: 6/1/2016

Project	Project Open or Closed	Status	Approved Project Estimate/Budget	Project Cost to Date	Completion Date Goal
General Government					
IT Network Server Upgrade	Completed	Completed as of 6/13/2016	\$25,000	\$17,488	Mar-16
Computer Replacements (EMS)	Completed	Completed 1/12/2016	\$3,000	\$1,355	Jan-16
Mobile Fire Inspections	Completed	Inspection Client purchases, Hardware (tablet) ordered and received 1/12/2016; placed into service 3/1/2016	\$3,000	\$2,045	Feb-16
Credit Card Transactions & Electronic Receipting	Completed	Ipad w/ application installed and placed into service 3/1/2016	\$500	\$390	Jan-16
Planning & Economic Development					
Comprehensive Plan Update	In-Progress	Contract signed with ECWRP. Planning Process to begin late 2016	\$25,000	\$17,600	Dec-16
Custom Municipal Banners	In-Progress	Plan Commission Reviewed Designs on 2/8/2016	\$6,000		Mar-16
Building Space Needs Study	Completed	Final report presented to Town Board on 2/23/2016	\$8,500	\$8,500	Mar-16
Eisenhower Drive Improvement Study	Completed	Final report presented to Town Board on 2/23/2016	\$8,800	\$8,800	Mar-16
Parks & Recreation					
Large Riding Mower Replacement	Completed	Board approved purchase for two mowers in January 2016; Staff ordered new mowers. Used mowers sold via private bid/sale. Staff purchased replacement trailer to haul both mowers simultaneously.	\$20,000	\$15,681	Mar-16
Sport Court Surfacing (Hickory Park & Town Hall)	In-Progress	Preparing RFP Document to solicit for bids. Work to be completed in 2017	\$37,500	n/a	May-16
Public Safety					
SCBA Replacment	Completed	Placed into service 5/2016	\$104,000	\$89,610	Jul-16
Rescue Support Vehicle Replacement 2373 w/ Cascade	Open		\$200,000		Dec-16
Public Works					
CTH CE/HH/Debruin Road Roundabout	In-Progress	Work is scheduled for after July 5, 2016. Intergovernmental Agreement to be presented in April 2016.	\$260,000	\$218,250	Oct-16
2016 Paving Projects (Mapleridge Dr/Ct, Aspen Ct, Hillside Dr, Liberty Ln)	In-Progress	PrePIM conducted on Jan 19th. Board approved LOA to complete design/bid/construction of Contract A16 in February 2016. Bid award to be presented in April 2016. Construction slated for May/June.	\$541,001	\$542,199	Oct-16
2016 Patching & Sealing Projects (Haen Rd, Clune Rd, Outagamie Rd, Debruin Rd & Block Rd)	In-Progress	Estimates received from Outagamie County. Work scheduled for 2016 when chip sealer becomes available.	\$225,920	\$221,034	Sep-16
2016 Drainage/Ditching (Hopfensperger, Hickory Park)	In-Progress	PrePIM conducted on Jan 19th. Board approved LOA to complete design/bid/construction of Contract A16 in February 2016. Bid award to be presented in April 2016. Construction slated for May/June.	\$106,375	\$100,065	Oct-16
2016 Culvert Replacment	In-Progress	Board approved LOA to complete design/bid/construction of Contract A16 in February 2016. County proposal w/ 50% Bridge Aides ok'd by Town Board in March; signed with Town Chair in April. Construction slated for June.	\$32,000	\$32,000	Nov-16

Other Notable Purchases/Activities Recently Completed:

TOWN MEETING:

June 21, 2016

AGENDA ITEM #: 10a

ACTION TYPE:

Legislative Action

(For Approval/Denial)



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Administrator/Clerk
Date: June 16, 2016
RE: **County Highway ZZ and Haas Road Reconstruction/Jurisdictional Transfer**

RECOMMENDED ACTION: This is a legislative action¹ item for Town Board discussion and possible action.

SUMMARY: At the May 17, 2016 meeting, the Town Board voted to review and possibly reconsider the prior decision for the County Highway ZZ/Haas Road reconstruction and jurisdictional transfer at its June 21, 2016 meeting.

The Town and County have been planning for several years the reconstruction of County Road ZZ and Haas Road. The project includes the realignment of CTH ZZ. Haas Road between County Highway ZZ and County Highway Z is planned to be upgraded to County Highway standards in 2017. Afterwards, that particular section of Haas Road will be transferred to the County. The portion of County ZZ from the current Haas Road, west to County Z will be terminated and a cul-de-sac created. This section will be transferred to Town jurisdiction. Reconstruction for this segment of the multi-year project is planned for 2017 and is included in the five-year Capital Improvement Plan.

As of November 2015, total project costs are estimated at \$899,000. The Town would be responsible for \$216,000 of the total costs. The Town's responsibility is to bring Haas Road to Town standards. Additional costs associated with bringing Haas Road to County highway standards will be borne by the County. Additionally, the Town is responsible for the removal of old CTH ZZ and the construction of a cul-de-sac.

The Town Plan Commission reviewed this item at their June 13, 2016 meeting. The Commission recommended continuing with the intergovernmental agreement and jurisdictional transfer. The Commission vote was 5 to 1. Commissioner Erdmann dissenting.

Letters were sent to adjacent property owners of the areas affected by the proposed jurisdictional transfer. Several resident telephone calls were received regarding the proposed jurisdictional transfer. Callers were encouraged and invited to attend the meeting to discuss their concerns with the Town Board.

¹ *Legislative actions are those which result in policy making. They affect the community as a whole rather than a small area or specific individuals. The adoption, amendment and implementation of plans, budgets, policies, and ordinances are considered legislative actions. Legislative action allows for a great deal of discretion. They are limited only by procedural and constitutional concerns. In many cases, legislative actions require or encourage public participation in helping shape the decision, e.g. public hearings, etc.*

Outagamie County Highway Commissioner Steingraber will be present at the meeting to review the project and any contractual requirements should the Town decide not to continue with the intergovernmental agreement.

POLICY/PLAN REFERENCE(S):

1. Town of Buchanan Capital Improvement Plan 2016-2020.

FISCAL IMPACT:

Is there a fiscal impact? Yes; \$216,000 (estimated)

Is it currently budgeted or planned? Yes, 2017 (CIP)

Amount: \$156,000 GL 57331 (Capital Projects) – Roads & Public Works

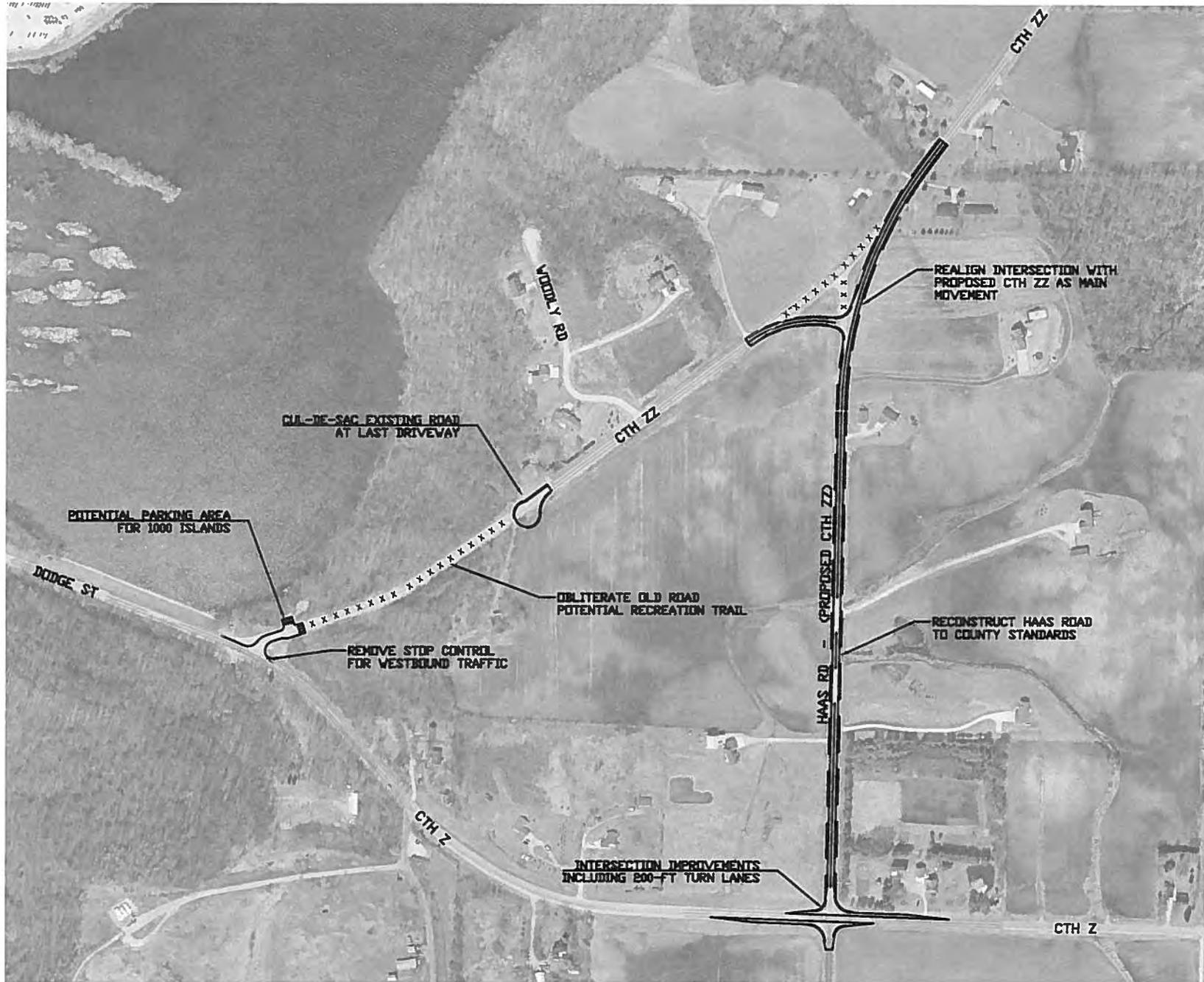
JDG

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Attachments:

1. Intergovernmental Agreement CTH ZZ – Haas Road Reconstruction
2. Concept Map Overview

CONCEPT OVERVIEW REALIGNMENT OF CTH ZZ ALONG HAAS ROAD



OUTAGAMIE COUNTY HIGHWAY DEPARTMENT

COUNTY / MUNICIPAL / STATE AGREEMENT

CTH ZZ-Haas Road Reconstruction

DATE:	11/17/2015
PROJECT:	See Below
HIGHWAY:	CTH "ZZ"
LIMITS:	Haas Road from CTH "Z" to CTH "ZZ"
MUNICIPALITY:	Town of Buchanan

The signatory **Town of Buchanan** hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the County of Outagamie, through its Highway Department, hereinafter called the County, to initiate and effect the highway or street improvement hereinafter described.

PROJECT DESCRIPTION:

Agreement is for engineering, right-of-way, and reconstruction of Haas Road, between County Z to County ZZ, to County Highway standards. Haas Road will become the through highway, and existing County ZZ between County Z and Haas Road would become a dead-end. **Haas Road will be jurisdictionally transferred to Outagamie County, and the remaining segment of County ZZ between County Z and old Haas Road would be jurisdictionally transferred to the Town of Buchanan when construction is completed. This project is planned for year 2017.**

COST ESTIMATE AND PARTICIPATION

PHASE	Total Estimated Cost	***** ESTIMATED COST *****					
		WISDOT	%	Outagamie County	%	Town of Buchanan	%
Haas Road Reconstruction from CTH "Z" to CTH "ZZ"							
<u>DESIGN ENGINEERING:</u>							
Haas Road to Town Standards	\$37,000			\$18,500	50%	\$18,500	50%
Upgrade to County Standards and realign County ZZ	\$41,000			\$41,000	100%	\$0	0%
Cul-de-sac and obliteration of Old County ZZ	\$5,000			\$0	0%	\$5,000	100%
TOTAL ENGINEERING COSTS:	\$83,000			\$59,500		\$23,500	
RIGHT OF WAY:	\$126,000			\$126,000	100%	\$0	0%
<u>CONSTRUCTION:</u>							
Haas Road to Town Standards	\$301,000			\$150,500	50%	\$150,500	50%
Upgrade to County Standards and realign County ZZ	\$347,000			\$347,000	100%	\$0	0%
Cul-de-sac and obliteration of Old County ZZ	\$42,000			\$0	0%	\$42,000	100%
TOTAL CONSTRUCTION COSTS:	\$690,000			\$497,500		\$192,500	
TOTAL PROJECT COST	\$899,000			\$683,000		\$216,000	

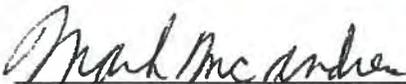
This request for the programming and construction is subject to the terms and conditions that follow and is made by the undersigned under proper authority to make such request for the designated Municipality and upon acceptance by the Highway Commissioner shall constitute an agreement between the County and the Municipality unless specifically modified or amended by supplemental written agreement between the County and the Municipality.

Terms and Conditions

1. When Federal Funds are involved, the improvement will be subject to the applicable Federal Aid Highway Acts and Regulations of the Federal Highway Administration, U.S. Department of Transportation.

2. This is a joint agreement between the County and the Municipality. The Municipality will be kept informed on the project status and will have input regarding the project. This project will be administered under the County Administrative Rule 10-02, except as agreed to otherwise.
3. If the Municipality should withdraw the project, it will pay to the County any costs that have been incurred by the County on behalf of the project.
4. The project cost in the agreement is an estimate. The Municipality will be invoiced periodically, and agrees to pay based on actual costs incurred.
5. Such costs may be greater or less than the estimated amount, however, the Municipality acknowledges that costs between the time this agreement is executed and the actual time of construction can vary.
6. The County's obligation to perform under this contract shall be subject to County Board appropriation of funds sufficient to fund the County's obligations herein.
7. The County and Municipality agree and understand that the Municipality is reserving its rights to assess any and all costs incurred by the Municipality for this project. The Municipality and County hereby further agree that the Municipality has the right to assess any of its costs upon terms deemed acceptable by the Municipality subject to the following: In the event county property is assessed or subject to assessment the county reserves the right to object to the propriety and / or correctness of the assessment formula or methodology, however, such right to object does not extend to the municipality's ability to assess. The county's right to object includes the ability to challenge the assessment methodology or formula in circuit court and to pursue appeals of circuit court decisions.

OUTAGAMIE COUNTY HIGHWAY DEPARTMENT

BY:	 <hr/> Paula Vandehey Interim Highway Commissioner	<u>12-4-15</u> Date
BY:	 <hr/> Signed for and in behalf of: Town of Buchanan	<u>12-02-15</u> Date
BY:	<hr/>	<hr/> Date
BY:	<hr/>	<hr/> Date

TOWN MEETING:

June 21, 2016

AGENDA ITEM #: 10b

ACTION TYPE:

Legislative Action

(For Approval/Denial)



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Administrator/Clerk
Date: June 16, 2016
RE: **Emons Road Safety & Speed Control**

RECOMMENDED ACTION: This is a legislative action¹ item for Town Board discussion and possible action.

SUMMARY & BACKGROUND: Several months ago a town resident requested a stop sign be placed on Emons Road at Woodstock. The request was made due to a perceived issue with speeding traffic and pedestrian safety. Since that time, the issue has been reviewed with the Town of Buchanan, Outagamie County Sheriff's Department and Fox Valley Metro Police Department. Speed enforcement along Emons Road has been substantial over the past six month period.

Emons road is classified as local road according to the Town's Comprehensive Plan. However, based on its functional use, Emons performs more as a minor collector; moving traffic from local roads and connecting them with either major collectors or minor arterials. Presently, the road features a rural typical section: two 12' travel lanes, 1-2' gravel shoulders and open ditches. Pedestrian and bicycle accommodations do not exist. The posted speed limit is 25 mph.

Fox Valley Metro Police conducted four one-hour speed radar sessions between November 2015 and May 2016. Data from these sessions is attached for your reference. Additionally, another informal traffic study was completed in 2008. According the data collected in 2008. The average daily traffic count (ADT) was less than 3,000 cars per day. It should be noted a more formal traffic study would be required to determine the present ADT.

When reviewing speed data, the key factor is the 85th percentile speed. Based on data gathered through the informal speed studies, the 85th percentiles were 35.3 mph in 2008, between 30-35 mph in November 2015 and between 30-35 mph in May 2016. This means that 85% of vehicle speeds are less than 35 mph and 85% of motorists are within 10 mph of the posted speed limit. Additionally, it appears that after six months of routine traffic enforcement (2016) the mean speed was reduced. While more analysis is needed to more accurately reflect the true 85th percentile, based on the informal data, it appears vehicular speeds are not excessive.

¹ *Legislative actions are those which result in policy making. They affect the community as a whole rather than a small area or specific individuals. The adoption, amendment and implementation of plans, budgets, policies, and ordinances are considered legislative actions. Legislative action allows for a great deal of discretion. They are limited only by procedural and constitutional concerns. In many cases, legislative actions require or encourage public participation in helping shape the decision, e.g. public hearings, etc.*

Volunteers conducting the radar screenings in November 2015 and May 2016 commented on high volumes of pedestrians and school bus pickups/drop-offs. No formal data was collected.

MANUAL FOR UNIFORM TRAFFIC CONTROL DEVICES (MUTCD):

The Manual for Uniform Traffic Control Devices (MUTCD) is a set of well-developed, federal and State of Wisconsin recognized guidelines that indicate when such controls become necessary, e.g. stop signs, traffic signals, etc. These guidelines take into consideration, among other things, the probability of vehicles arriving at an intersection at the same time, the length of time traffic must wait to enter, traffic delays and the availability of safe crossing opportunities.

In accordance with the MUTCD, Stop Sign applications should be used if engineering judgement indicates one or more of the following conditions:

1. Intersection of a less important road with a main road where application of the normal right-of-way rule would not be expected to provide reasonable compliance with the law;
2. Street entering a through street or highway;
3. Unsignalized intersection in a signalized area; and/or
4. High speeds, restricted view, or crash records indicate a need for control by the stop sign.

Furthermore, the MUTCD states:

1. Stop signs should not be used for speed control.
2. Stop signs should be installed in a manner that minimizes the number of vehicles having to stop. At intersections where a full stop is not necessary at all times, consideration should be given to using less restrictive measures as Yield Signs. Once a decision has been made to install two-way stop control, the decision regarding the appropriate street to stop should be based on engineering judgement. In most cases, the street carrying the lowest volume of traffic should be stopped.
3. A stop sign should not be installed on the major street unless justified by a traffic engineering study.

All roads with access to Emons already have stop signs which is in accordance with the MUTCD. Cars at stop signs off of Emons currently seem to have adequate sight distances. More analysis is needed by a traffic engineer to determine and warrant a multi-way stop at Emons and Woodstock.

The use of multi-way stop signs for speed control has been widely used in the past. However, more than 70 technical papers covering all-way stops and their success and failure as traffic control devices in residential areas have been published. Attached is published paper which summarizes these studies and overwhelmingly shows that multi-way stop signs do NOT control speed except under very limited conditions. Furthermore, the study shows that unwarranted multi-way stop signs actually produce further consequences.

RECOMMENDATION: While more analysis is needed by a formal traffic and speed study, the administration does not recommend changes to traffic control signage on Emons Road at this time. Rather, more study, discussion and planning is needed to determine the most effective tools toward comprehensive speed reduction and pedestrian accommodation.

POLICY/PLAN REFERENCE(S):

1. Town of Buchanan Municipal Code, Chapter 495- Vehicles & Traffic.
2. Manual for Uniform Traffic Control Devices – Section 2B.05 – Stop Sign Applications.

FISCAL IMPACT: N/A

JDG

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Attachments:

1. Email – Beth & Mike Kington
2. Email – Deb & Mike Molzahn – June 7, 2016
3. MUTCD – Section 2B.05 STOP Sign Applications
4. Multi-way Stops – The Research Shows the MUTCD is Correct!
5. Speed Control in Residential Areas – Michigan DOT

Emons/Woodstock Speed Study

<u>Date</u>	<u><25 MPH</u>	<u>25-29 MPH</u>	<u>30-35 MPH</u>	<u>35-40 MPH</u>	<u>>40 MPH</u>	<u>Totals</u>
<u>11/09/15</u>	8	77	74	25	1 (42)	185
<u>11/12/15</u>	8	76	75	21	2 (49, 41)	182
<u>Totals</u>	16 (4.4%)	153 (41.6%)	149 (40.6%)	46 (12.6%)	3 (0.8%)	367 (100%)

On both dates, the volunteers (VCRs) monitored traffic on Emons road between Main and Woodstock, from approximately 3:15 PM to 4:45 PM.

The VCRs who conducted the study noted there were no sidewalks on Emons Road and stated there was a large amount of pedestrian traffic, along with a large number of school busses dropping off children in the area. They also noted one vehicle which passed another vehicle that was traveling at 28 MPH. The VCR's felt that a 4-way stop sign at Emons/Woodstock would be beneficial.

Emons/Woodstock Speed Study (#2)

<u>Date</u>	<u><25 MPH</u>	<u>25-29 MPH</u>	<u>30-35 MPH</u>	<u>35-40 MPH</u>	<u>>40 MPH</u>	<u>Totals</u>
<u>05/12/16</u>	20	89	87	10	0	206
<u>05/13/16</u>	12	112	116	17	0	257
<u>Totals</u>	32(7%)	201(43.4%)	203(43.8%)	27(5.8%)	0(0%)	463

The VCR's that conducted the study noted that there were no sidewalks on Emons, and did state that there was a large amount of pedestrian traffic in this area, along with a large number of school busses that dropped off in the area. The VCR's felt that a 4-way stop sign at Emons/Woodstock would be beneficial.

Joel Gregozeski

From: Beth Kington <wuchking4@gmail.com>
Sent: Tuesday, November 03, 2015 1:52 PM
To: Joel Gregozeski
Cc: ahammatt@vokimberly.org; erik.misselt@fvmpd.org; Deputies; Chairperson; Supervisor 1; Supervisor 2; Supervisor 3; Supervisor 4
Subject: Re: Emons Road

Hi Joel

Thanks for the quick response. I did receive your voice mail too.

We have lived on Emons for 18 years & it has NEVER improved.

Obviously patrols just are not enough!

If not stop signs and patrols do not work, what else would you suggest to improve speed/safety on our road? Some go 50 or more mph now. It is a like a straight road raceway! I read the article - I love the idea of the device that takes pics of license plates and sends warnings or tickets. **THAT WOULD BE GREAT!** I guess I look at when I drive thru neighborhoods. I expect to stop at 4 way stops. **IT IS A NEIGHBORHOOD!** It is not Calumet or CE. Most other roads do not go for that long without something to slow vehicles down.

Can we try something new??

Another safety issue is also not being able to have guests park in front of our house for family events.

We have elderly, children etc that take their life in their hands trying to cross Emons to get to our house! And usually on evenings when you can't see very well. Not sure why those signs ever went up. May have been easier to actually talk to the resident (on the Kimberley side of the street) that was causing the problem instead of putting up signs on the side of the road that were not causing any problems. If you lived on the street you would be very upset by that. I believe we pay the same amount of property tax as everyone else that parks in front of their homes. **The family that I believe caused that problem by parking on both sides of the road has since moved over 1 1/2 years ago.** If the police monitored the road they would notice hardly anyone ever parks on the road unless having a family event at their home. I am hoping that can be changed before the holidays. Can we take signs down & try it? Never had those signs there for over 17 years without problems. I hope somehow we can come to better solutions on both of these issues.

Thanks for listening.

On Tue, Nov 3, 2015 at 11:22 AM, Joel Gregozeski <JoelG@townofbuchanan.org> wrote:

Dear Mrs. & Mr. Kington:

Thank you for taking the time to correspond with us regarding concerns related to speeding on Emons Road. We do occasionally received complaints of this nature. In response to these complaints, Buchanan Deputies routinely patrol and provide speed enforcement. I will forward this message along to our deputies for additional enforcement.

Unfortunately the addition of stop signs do not correct the problem of speeding. A more comprehensive approach to traffic calming is often necessary. Strange as it may seem, installing stop signs may not result in reduced traffic speeds. Studies have shown that stop signs are not effective at controlling drivers' speeds between intersections. In fact, motorists sometimes drive even faster between stop signs to make up for time "lost" while stopped—actually increasing peak speeds and potentially making neighborhoods more dangerous.

I have attached an excellent bulletin produced by the Institute of Transportation Engineers. Although this bulletin was produced for the State of Michigan, it is still very applicable to us here in the Fox Valley. Please take a moment to review the document.

I'd be more than happy to meet with you to discuss and determine possible alternative solutions to your concern. Please let me know if you'd like to set an appointment with myself and any other parties.

Kindly,

Joel Gregozeski, MBA | Administrator/Clerk – Town of Buchanan, Wisconsin

Address: N178 County Road N | Appleton, WI 54915

Ph [\(920\) 734-8599](tel:9207348599) | **FAX** [\(920\) 734-9733](tel:9207349733) | **Web:** www.TownofBuchanan.org

This message may contain confidential information that is legally privileged, and is intended only for the use of the parties to whom it is addressed. If you are not an intended recipient, you are hereby notified that any disclosure, copying, distribution or use of any information in this message is strictly prohibited. If you have received this message in error please notify me at [\(920\) 734-8599](tel:9207348599) or by reply e-mail. Thank you.

From: Beth Kington [<mailto:wuchking4@gmail.com>]

Sent: Tuesday, November 03, 2015 10:00 AM

To: Joel Gregozeski <JoelG@townofbuchanan.org>; ahammatt@vokimberly.org; erik.misselt@fvmpd.org; Deputies@townofbuchanan.org

Subject: RE: Emons Road

Hi Town & Village Officials,

I recently was talking to Chuck Rundquist about how to go about getting help for the speeding/safety issue on Emons Road. He advised me to start with all of you. Myself & neighbors have been down this road many times to ask for help with speeding/safety/ on our road. Nothing has happened and nothing has improved.

Please see attached pdf document with our request.

We can send you many smart phone videos of speeding & unsafe driving on Emons Road. If each of you lived on our road you would want something done too!

A few seconds at a four way stop may make the difference in a life on this road. Last summer we watched our neighbors dog be killed by a speeding car the did not stop. That could have been a child!.

PLEASE make a change!

Thanks you!

Beth & Mike Kington



Emons Rd & Woodstock Ln

Town & Village Officials,
 Have stop signs heading north/south (emons & woodstock/pats drive). Due to high rate of speeding/un-safe driving. Request two additional stop signs on EMONS ROAD heading east/west. This road has high volume of walkers, runners, bikers, children, pets. Would be glad to supply smart phone video of speeding which is constant in this area. The extra seconds to have a 4-way stop at this intersection would slow down the speed of the drivers. Currently, there are not any stop signs from Eisenhower to Hwy N. So you can imagine how fast vehicles can go in a residential/family neighborhood. Those extra seconds to stop at a 4-way stop will make our entire area safer. Town of Buchanan & Village of Kimberly. Outagamie Sherriff & Metro Police. Just two additional stop signs & some flagging to note new change on road & maybe some officers to monitor the first few days.
 PLEASE.....a simple fix to help make an road & area safer!
 Beth & Mike Kington W2939 Emons Road 920-450-9594



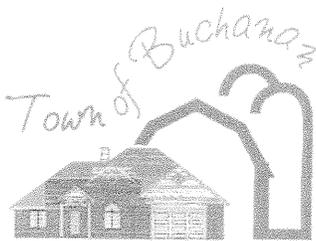


Emons Rd & Woodstock Ln

Town & Village Officials,
 Have stop signs heading north/south (emons & woodstock/pats drive). Due to high rate of speeding/un-safe driving. Request two additional stop signs on EMONS ROAD heading east/west. This road has high volume of walkers, runners, bikers, children, pets. Would be glad to supply smart phone video of speeding which is constant in this area. The extra seconds to have a 4-way stop at this intersection would slow down the speed of the drivers. Currently, there are not any stop signs from Eisenhower to Hwy N. So you can imagine how fast vehicles can go in a residential/family neighborhood. Those extra seconds to stop at a 4-way stop will make our entire area safer. Town of Buchanan & Village of Kimberly. Outagamie Sherriff & Metro Police. Just two additional stop signs & some flagging to note new change on road & maybe some officers to monitor the first few days. PLEASE.....a simple fix to help make an road & area safer!
 Beth & Mike Kington W2939 Emons Road 920-450-9594



Mailed response 6/20/08



"In the Spirit of Town Government"

Town of Buchanan
N178 CTH N
Appleton, WI 54915-9459

Phone: 920-734-8599
Fax: 920-734-9733
www.townofbuchanan.org

May 30, 2008

MICHAEL & BETH KINGTON
W2939 EMONS RD
APPLETON, WI 54915

RE: Emons Road Four-Way Stop Sign Request

Dear Resident:

The Town of Buchanan and Village of Kimberly has reviewed your request for a four-way stop sign to be located at the intersection of Emons Road and Woodstock Lane. Both the Town of Buchanan and Village of Kimberly have adopted a *Guide for Determining Appropriate Traffic Control Devices* which is used to determine needed traffic control signs or signals and to respond to resident requests for additional or new traffic control measures. These Guides evaluate a variety of factors such as traffic volume, accident history, street classification and other factors to objectively evaluate the need for additional or new traffic control.

The Outagamie County Sheriff's Department completed a traffic study for the area and provided the results to both communities. Both the Town and the Village have reviewed the results of the study and have concluded that a stop sign is not warranted on Emons Road at this time. Law enforcement has been informed about your concerns and has been directed to monitor the area. Both communities do have long-term plans for the development of a trail and/or paved shoulders for the area.

Both the Town of Buchanan and the Village of Kimberly will continue to address the concerns of our residents. Law enforcement will continue to monitor this situation into the future.

Sincerely,

Angela Gorall
Town of Buchanan
Administrator/Clerk

Rick Hermus
Village of Kimberly
Administrator

CC: Outagamie County Sheriff's Department, Town of Buchanan Deputies
Fox Valley Metro Police Department
Town of Buchanan Town Board
Village of Kimberly Village Board

June 19, 2008

Town of Buchanan & Village of Kimberly

I disagree with the decision. It is very ironic and convenient that NOW a guideline has been adopted by both the Town of Buchanan and the Village of Kimberly regarding roads etc. (I have never heard of or seen this guideline) This guideline was not in place when I attended the town board meeting in Fall 2006. I don't think that is "fair" to use a recently adapted guideline on a "good faith" request I made for a new intersection to have a 4-way stop. This road has had a habitual speeding and aggressive driving problem that has been increasing since we moved here in 1998. Speed studies are fine but it can NEVER give a clear picture of a road & its dynamics unless you live on it! Studies and guidelines will never change the fact that we have a huge speeding problem with aggressive driving. Over the years myself & neighbors had called the Town & we were told that we should wait until the Emons property develops (it is beginning to develop with houses & roads in now), then road and traffic patterns would change to slow the road down. (never did we think we had to have everything recorded or in writing) We waited, I went to the meetings (before it was developed), spoke up, stood up, gave my name and asked for help. I also called the Outagamie Sheriff Office & asked Sgt. Hoffman to attend the meeting which he did. Isn't that what I am suppose to do when I need help? The original plot map of the development did not have a road going across Emons Road directly to Woodstock. I asked the architect/engineer at the meeting if that could be changed & he changed that to a four way intersection. I said the reason I asked for that was to have a four way stop installed to slow the traffic down I asked the town board & was told "that would not be a problem". I believed that a 4-way stop would happen - never entered my mind that it wouldn't - I believed what I was told at that meeting. (this intersection/property at the time was all the Town of Buchanan - my requested should be honored regardless) I did not know at that time that nothing was recorded and that no one would believe my word. I don't believe it was my fault it was not recorded - I wish I had recorded it myself - then I would not be spinning my wheels. This sure hasn't made me believe in a fair system when I see monies that are spent on various other requests while I can't get two-more stop signs installed on a busy narrow road without sidewalks or walking paths. YES, again paths at a later time....that is what I was told years ago for a 4-way stop. You think I will believe that now. I think two stop signs is not a lot to ask, not much money (I have paid taxes for 10 years), and seconds in time for drivers. To me it is a win-win on safety!

The answer did not give any new resolutions to the speeding problems. Many other communities have been pro-active with their neighborhoods concerns on this issue & came up with more innovative answers. Notifying the Police departments has not made any difference in the past. Police have many other duties & cannot sit and patrol for speeders. No other ideas were mentioned i.e: unmarked patrol car that mail warnings, additional speed limit signs (I don't think the ones that were removed were ever put back up), slow-children present signs, lawn signs, speed board) As the new subdivision continues to develop, more & more vehicles are going to use that intersection especially to turn to cut across. Now is the time to have the neighbors get use to that change. Two additional stop signs is a economical way to resolve this issue. By the time you take administrative costs and police time...these stop signs would have been installed and paid for many times over! I really have spent enough time over the years, calling for speed patrols, calling the Town, attending meetings, writing letters etc. I just want the vehicles to SLOW down on a residential road for safety - can the cost of two stop signs or guidelines that were NOT in place at the time of my request) be put before a safe road? I don't think so. Maybe you can come up with a better option.

Beth Kingston
W2939 Emons Road
Appleton WI 54915
Mbdkdenali@aol.com

February 11, 2008

Mailed
2/25/08

Town of Buchanan and Village of Kimberly,

2/28/08 1:30
Angela Buchanan
Town chair
called -

We are homeowners located between Main Street and Woodstock Lane on Emons Road. We are asking for 4-way stop signs to be placed at the intersection of Emons Road and Woodstock Lane.

Some of us attended town meetings in the Fall of 2006. The meetings were regarding the future development of the Emons property. We brought up the continuous problem of constant speeding and aggressive driving on Emons Road. We had been told in the past that when that property developed we should bring our concerns to the Town Board. We did. This has been an issue on this road since our homes were built. The engineer for the developer agreed with us to make Woodstock a thru street on Emons. We then asked the Town Board for a 4-way stop at that intersection to help slow the drivers down. We were told that should not be a problem by the board. But I guess that was never documented even though my name and address were requested. We called and asked Sgt. John Hoffman to attend. Our road is dangerous to residents who walk, run, bike or pull out of residential driveways. We do not think this is an unreasonable request. This road has been monitored by police when possible for years and virtually nothing has changed. We think a 4-way intersection will slow down the constant speeders and make drivers much more aware of their surroundings. We are talking seconds to stop at a sign and then proceed at the lower rate of speed. The drivers are not going 30 to 35 MPH - they are going at least 40 MPH on the average. When we drive down our road at the speed limit and pull into our own driveways we are met with aggressive drivers behind us. We ask the both the Town and Buchanan and the Village of Kimberly to help us with this request.

she talked to Village of Kimberly

Decided to have a fresh look at road

problem. In Spring will be putting

signs down to monitor car count & speed

Outagamie Sheriff's Dept to study road traffic - will get word to us

Thank you for your time and attention to this important safety issue.

Sincerely,

4/10/07 This is a follow-up letter I sent in December. Just wanted to make you both aware since I noticed a stop sign pole installed on north side of the intersection of Woodstock & Emons.

December 20, 2006

Jerry Wallenfang, Town Chairperson
Town of Buchanan
N178 CTH N
Appleton, WI 54915

Thanks -
Beth Kington

Jerry,

Oct 10 11

My name is Beth Kington. I live on Emons Road across from the developing Emons Acres. I attended three of the meetings earlier in the fall. I called Sgt. John Hoffman & asked him to attend one of the meetings because of my concerns regarding the safety of Emons Road due to constant speeding and aggressive driving. I asked the engineer for the developer if he could make Woodstock Lane a thru street across Emons. He did change that without a problem. I also asked the town board to install a four way stop at the intersection of Emons & Woodstock. The Town Board did not have a problem with that. I just wanted to make sure that is not forgotten about. I hope other intersections on Emons will also have 3-way or 4-way stop signs. As I told the Board at the town meetings, it is scary for pedestrians, walkers, runners and homeowners pulling out of their driveways on Emons Road. Police patrols can only do so much & they cannot be there everyday. Stop signs to slow down the traffic will help. I appreciate that the Town Board will help us with that.

Please share my letter with the other Town officials if you would like to.

Thank you for your time & attention to this important safety issue.

Sincerely,

Beth Kington

Beth Kington
W2939 Emons Road
Appleton, WI 54915
MBDKDENALI@AOL.COM

cc Mark McAndrews Chairperson Town of Buchanan
Charles Kuen Kimberly Village President

Joel Gregozeski

From: Deb <molzahn14@yahoo.com>
Sent: Tuesday, June 07, 2016 10:11 AM
To: Joel Gregozeski
Subject: Emons Road Meeting

We live at W2923 Emons Road and received a card in the mailbox yesterday from Beth & Mike Kington regarding the safety/speeding meeting for Emons Road. We are unsure at this time if we will be able to attend and therefore wanted to voice our concerns via email.

We agree there is a definite speeding problem on our street; however we are not sure the four-way stop they are requesting at Woodstock is addressing the complete problem. That still leaves an awful long stretch from Woodstock to County N where to us it seems they really 'get going'. I'm thinking the patrol car that I see on a frequent basis thinks that's more of the problem area as well as it always sits right at the Main Street intersection. We think adding a three-way stop at Main Street would be a better option or in addition to the four-way at Woodstock. If those are not viable options what about some temporary speed bumps and/or one of those blinking 'your speed is....' Signs they often display in school zones when school starts?

Regardless of what option is chosen - something needs to be done as I don't know how many times I'm almost re-ended turning into my driveway by someone going well over the posted 25MPH signage as well as the fact there are no sidewalks or a bike lane and when we walk it is extremely dangerous. Send someone out on a nice evening and see the amount of people trying to walk, bike, rollerblade or what have you on Emons. Someone is going to be killed.

We moved In October and had we known the amount of traffic on Emons we never would have bought the house because until you actually live it - Emons Road gives the appearance of a quiet old country road.

Sincerely,
Deb & Mike Molzahn.

Sent from my iPad

Manual for Uniform Traffic Control Devices (MUTCD)

Section 2B.05 STOP Sign Applications

Guidance:

STOP signs should be used if engineering judgment indicates that one or more of the following conditions exist:

- A. Intersection of a less important road with a main road where application of the normal right-of-way rule would not be expected to provide reasonable compliance with the law;
- B. Street entering a through highway or street;
- C. Unsignalized intersection in a signalized area; and/or
- D. High speeds, restricted view, or crash records indicate a need for control by the STOP sign.

Standard:

Because the potential for conflicting commands could create driver confusion, STOP signs shall not be installed at intersections where traffic control signals are installed and operating except as noted in [Section 4D.01](#).

Portable or part-time STOP signs shall not be used except for emergency and temporary traffic control zone purposes.

Guidance:

STOP signs should not be used for speed control.

STOP signs should be installed in a manner that minimizes the numbers of vehicles having to stop. At intersections where a full stop is not necessary at all times, consideration should be given to using less restrictive measures such as YIELD signs (see [Section 2B.08](#)).

Once the decision has been made to install two-way stop control, the decision regarding the appropriate street to stop should be based on engineering judgment. In most cases, the street carrying the lowest volume of traffic should be stopped.

A STOP sign should not be installed on the major street unless justified by a traffic engineering study.

Section 2B.07 Multiway Stop Applications

Support:

Multiway stop control can be useful as a safety measure at intersections if certain traffic conditions exist. Safety concerns associated with multiway stops include pedestrians, bicyclists, and all road users expecting other road users to stop. Multiway stop control is used where the volume of traffic on the intersecting roads is approximately equal.

The restrictions on the use of STOP signs described in [Section 2B.05](#) also apply to multiway stop applications.

Guidance:

The decision to install multiway stop control should be based on an engineering study.

The following criteria should be considered in the engineering study for a multiway STOP sign installation:

- A. Where traffic control signals are justified, the multiway stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.
- B. A crash problem, as indicated by 5 or more reported crashes in a 12-month period that are susceptible to correction by a multiway stop installation. Such crashes include right- and left-turn collisions as well as right-angle collisions.
- C. Minimum volumes:
 1. The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day, and
 2. The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour, but
 3. If the 85th-percentile approach speed of the major-street traffic exceeds 65 km/h or exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the above values.
- D. Where no single criterion is satisfied, but where Criteria B, C.1, and C.2 are all satisfied to 80 percent of the minimum values. Criterion C.3 is excluded from this condition.

Option:

Other criteria that may be considered in an engineering study include:

- A. The need to control left-turn conflicts;
- B. The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes;
- C. Locations where a road user, after stopping, cannot see conflicting traffic and is not able to reasonably safely negotiate the intersection unless conflicting cross traffic is also required to stop; and
- D. An intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multiway stop control would improve traffic operational characteristics of the intersection.

Multi-way Stops - The Research Shows the MUTCD is Correct!

W. Martin Bretherton Jr., P.E.(M)

Abstract

This paper reviewed over 70 technical papers covering all-way stops (or multi-way stops) and their success and failure as traffic control devices in residential areas. This study is the most comprehensive found on multi-way stop signs

The study looked at how multi-way stop signs have been used as traffic calming measures to control speed. There have been 23 hypotheses studied using multi-way stop as speed control. The research found an additional 9 hypotheses studied showing the effect multi way stops have on other traffic engineering problems.

The research found that, overwhelmingly, multi-way stop signs do NOT control speed except under very limited conditions. The research shows that the concerns about unwarranted stop signs are well founded.

Introduction

Many elected officials, citizens and some traffic engineering professionals feel that multi-way stop signs should be used as traffic calming devices. Many times unwarranted stop signs are installed to control traffic. The Manual on Uniform Traffic Control Devices (MUTCD)(16) describes warrants for installing multi-way stop signs. However, it does not describe many of the problems caused by the installation of unwarranted stop signs. These problems include concerns like liability issues, traffic noise, automobile pollution, traffic enforcement and driver behavior.

This paper is a result of searching over 70 technical papers about multi-way stop signs. The study concentrated on their use as traffic calming devices and their relative effectiveness in controlling speeds in residential neighborhoods. The references found 23 hypotheses on their relative effectiveness as traffic calming devices. One study analyzed the economic cost of installing a multi-way stop at an intersection. The reference search also found 9 hypotheses about traffic operations on residential streets.

The literature search found 85 papers on the subject of multi-way stops. There are probably many more references available on this very popular subject. There was a problem finding 14 papers found in literature searches. The 14 papers are listed in the appendix for information only. Most of the papers were old sources of information.

Multi-Way Stop Signs as Speed Control Devices

A summary of the articles found the following information about the effectiveness of multi-way stop signs and other solutions to controlling speeds in residential neighborhoods.

1. Multi-way stops do not control speeds. Twenty-two papers were cited for these findings. (Reference 1, 2, 7, 8, 10, 12, 13, 14, 15, 16, 17, 19, 20, 39, 45, 46, 51, 55, 62, 63, 64, 66 and 70).
2. Stop compliance is poor at unwarranted multi-way stop signs. Unwarranted stop signs means they do not meet the warrants of the MUTCD. This is based on the drivers feeling that the signs have no traffic control purpose. There is little reason to yield the right-of-way because there are usually no vehicles on the minor street. Nineteen references found this to be their finding. (Reference 7, 8, 10, 12, 13, 14, 15, 17, 19, 20, 39, 45, 46, 51, 55, 61, 62, 63 and 64).
3. Before-After studies show multi-way stop signs do not reduce speeds on residential streets. Nineteen references found this to be their finding. (Reference 19 (1 study), 55 (5 studies), 60 (8 studies) and 64(5 studies)).
4. Unwarranted multi-way stops increased speed some distance from intersections. The studies hypothesizing that motorists are making up the time they lost at the "unnecessary" stop sign. Fifteen references found this to be their finding. (Reference 1, 2, 7, 8, 10, 13, 14, 17, 19, 20,39, 45,46, 51, 55, 70 and 71).
5. Multi-way stop signs have high operating costs based on vehicle operating costs, vehicular travel times, fuel consumption and increased vehicle emissions. Fifteen references found this to be their finding. (Reference 3, 4, 7, 8, 10, 14, 15, 17, 45, 55 ,61, 62, 63, 67 and 68).
6. Safety of pedestrians is decreased at unwarranted multi-way stops, especially small children. It seems that pedestrians expect vehicles to stop at the stop signs but many vehicles have gotten in the habit of running the "unnecessary" stop sign. Thirteen references found this to be their finding. (References 7, 8, 10, 13, 14, 15, 17, 19, 20, 45, 51, 55 and 63).
7. Citizens feel "safer" in communities "positively controlled" by stop signs. Positively controlled is meant to infer that the streets are controlled by unwarranted stop signs.

Homeowners on the residential collector feel safer on a 'calmed' street. Seven references found this to be their finding. (Reference 6, 14, 18, 20, 51, 58 and 66).

Hypothesis twelve (below) lists five references that dispute the results of these studies.

8. Speeding problems on residential streets are associated with " through" traffic. Frequently homeowners feel the problem is created by 'outsiders'. Many times the problem is the person complaining or their neighbor. Five references found this to be their finding. (References 2, 15, 45, 51 and 55).
9. Unwarranted multi-way stops may present potential liability problems for undocumented exceptions to accepted warrants. Local jurisdictions feel they may be incurring higher liability exposure by 'violating' the MUTCD. Many times the unwarranted stop signs are installed without a warrant study or some documentation. Cited by six references. (Reference 7, 9, 19, 46, 62 and 65).
10. Stop signs increase noise in the vicinity of an intersection. The noise is created by the vehicle braking noise at the intersection and the cars accelerating up to speed. The noise is created by the engine exhaust, brake, tire and aerodynamic noises. Cited by five references. (Reference 14, 17, 20, 45, 55).
11. Cost of installing multi-way stops are low but enforcement costs are prohibitive. many communities do not have the resources to effectively enforce compliance with the stop signs. Five references found this to be their finding. (Reference 1, 10, 45, 51, 55).
12. Stop signs do not significantly change safety of intersection. Stop signs are installed with the hope they will make the intersection and neighborhood safer. Cited by five references. (Reference 55, 60, 61, 62, 63).

Hypothesis seven (above) lists seven references that dispute the results of these studies.

13. Unwarranted multi-way stops have been successfully removed with public support and result in improved compliance at justified stop signs. Cited by three references. (Reference 8, 10, 12).
14. Unwarranted multi-way stops reduce accidents in cities with intersection sight distance problems and at intersections with parked cars that restrict sight distance. The stop signs are unwarranted based on volume and may not quite meet the accident threshold. Cited by three references. (Reference 6, 18, 68).
15. Citizens feel stop signs should be installed at locations based on traffic engineering studies. Some homeowners realize the importance of installing 'needed' stop signs. Cited by two references. (References 56, 57).

16. Multi-way stops can reduce cut-through traffic volume if many intersections along the road are controlled by stop signs. If enough stop signs are installed on a residential or collector street motorists may go another way because of the inconvenience of having to start and stop at so many intersections. This includes the many drivers that will not stop but slowly 'cruise' through the stop signs. This driving behavior has been nicknamed the 'California cruise'. Cited by two references. (Reference 14, 61).
17. Placement of unwarranted stop signs in violation of Georgia State Law 32-6-50 (a) (b) (c). This study was conducted using Georgia law. Georgia law requires local governments to install all traffic controls devices in accordance with the MUTCD. This is probably similar to traffic signing laws in other states. Cited by two references. (Reference 19, 62).
18. Special police enforcement of multi-way stop signs has limited effectiveness. This has been called the 'hallo' effect. Drivers will obey the 'unreasonable' laws as long as a policemen is visible. Cited by two references. (Reference 39, 46).
19. District judge orders removal of stop signs not installed in compliance with city ordinance. Judges have ordered the removal of 'unnecessary' stop signs. The problem begins when the traffic engineer and/or elected officials are asked to consider their intersection a 'special case'. This creates a precedent and results in a proliferation of 'special case' all-way stop signs. Cited by two references. (Reference 59, 62).
20. Some jurisdictions have created warrants for multi-way stops that are easier to meet than MUTCD. The jurisdiction feel that the MUTCD warrants are too difficult to meet in residential areas. The reduced warrants are usually created to please elected officials. Cited by two references. (Reference 61 and 70).
21. Citizens perceive stop signs are effective as speed control devices because traffic "slows" at stop sign. If everybody obeyed the traffic laws, stop signs would reduce speeds on residential streets. Cited by one reference. (Reference 55).
22. Removal of multi-way stop signs does not change speeds but they are slightly lower without the stop signs. This study findings support the drivers behavior referenced in item #4, speed increases when unwarranted stop signs are installed. Speed decreases when the stop signs were removed! Cited by one reference. (Reference 64).
23. Multi-way stops degrade air quality and increase CO, HC, and Nox. All the starting and stopping at the intersection is bad for air quality. Cited by one reference. (Reference 68).

Other Speed Control Issues

24. There are many ways to "calm" traffic. Cited by twenty-two references. (Reference 1, 14, 20, 32, 33, 34, 35, 36, 37, 38, 40, 41, 42, 44, 45, 46, 47, 48, 50, 51, 53 and 66).

They include:

- | | |
|------------------------------|--|
| (a) Traffic Chokers | (f) Sidewalks and Other Pedestrian Solutions |
| (b) Traffic Diverters | (g) Neighborhood Street Design |
| (c) Speed Humps | (h) On-Street Parking |
| (d) Roundabouts | (i) One Way Streets |
| (e) Neighborhood Speed Watch | (j) Street Narrowing |
25. Other possible solutions to residential speed. Most speeding is by residents - Neighborhood Speed Watch Programs may work. This program works by using the principle of 'peer' pressure. Cited by seven references. (Reference 2, 30, 31, 36, 42, 48 and 53).
26. Reduced speed limits are not effective at slowing traffic. Motorists do not drive by the number on the signs, they travel a safe speed based on the geometrics of the roadway. Cited by five references. (Reference 1, 20, 39, 46 and 69).
27. Local streets should be designed to discourage excessive speeds. The most effective way to slow down traffic on residential streets is to design them for slow speeds. Cited by two references. (Reference 43, 52).
28. Speeding on residential streets is a seasonal problem. This is a myth. The problem of speeding is not seasonal, it's just that homeowners only see the problem in 'pleasant' weather. That's the time they spend in their front yard or walking the neighborhood. Cited by one reference. (Reference 2).
29. Speed variance and accident frequency are directly related. The safest speed for a road is the speed that most of the drivers feel safest driving. This speed creates the lowest variance and the safest road. Cited by one reference. (Reference 47).
30. The accident involvement rate is lowest at the 85th percentile speed. The 85th percentile speed is the speed that most drivers feel comfortable driving. The lowest variance is usually from the 85th percentile speed and the 10 mph less. Cited by one reference. (Reference 47).
31. Psycho-perceptive transverse pavement markings are not effective at reducing the 85th percentile speed but do reduce the highest speed percentile by 5 MPH. Cited by one reference. (Reference 47).

32. The safest residential streets would be short (0.20 miles) non-continuous streets that are 26 to 30 feet from curb to curb width. The short streets make it difficult of drivers to get up to speed. Cited by one reference. (Reference 52).

Economics of Multi-Way Stop Signs

Studies have found that installing unwarranted stop signs increases operating costs for the traveling public. The operating costs involve vehicle operating costs, costs for increased delay and travel time, cost to enforce signs, and costs for fines and increases in insurance premiums.

The total costs are as follows (Reference 55):

Operating Costs (1990) (\$0.04291/Stop)	\$ 111,737/year
Delay & Travel Costs (1990) (\$0.03401/Stop)	\$ 88,556 /year
Enforcement Costs (1990)	\$ 837/year
Cost of Fines (19 per year)	\$ 1,045/year
Cost of 2 stop signs (1990)	\$ 280
Costs of increased insurance (1990)	\$ <u>7,606/year</u>
Total (1990)	\$210,061/year/intersection

The cost to install two stops signs is \$280. The cost to the traveling public is \$210,061 (1990) per year in operating costs. This cost is based on about 8,000 vehicles entering the intersection per day.

Another study (62) found that the average annual road user cost increased by \$2,402.92 (1988 cost) per intersection when converting from two to four way stop signs for low volume intersections.

Summary of Stop Signs as Speed Control Devices

Researchers found that multi-way stop signs do not control speed. In analyzing the 23 hypotheses for multi-way stop signs, five were favorable and 18 were unfavorable toward installing unwarranted all-way stop signs. The Chicago study (6) was the only research paper that showed factual support for "unwarranted" multi-way stop signs. They were found to be effective at reducing accidents at intersections that have sight distance problems and on-street parking.

It is interesting to note that residential speeding problems and multi-way stop sign requests date back to 1930 (63). The profession still has not "solved" this perception problem.

Summary of Economic Analysis

Benefits to control speeds by installing multi-way stop signs are perceived rather than actual and the costs for the driving public are far greater than any benefits derived from the installation of the multi-way stop signs.

W. Martin Bretherton Jr., P.E.
Chief Engineer, Traffic Studies Section
Gwinnett County Department of Transportation
75 Langley Drive
Lawrenceville, Georgia 30045
770-822-7412
brethema@co.gwinnett.ga.us

Appendix A

References used in Research of Multi-Way Stop Signs

1. Gerald L. Ullman, "Neighborhood Speed Control - U.S. Practices", ITE Compendium of Technical Papers, 1996, pages 111- 115.
2. Richard F. Beaubien, "Controlling Speeds on Residential Streets", ITE Journal, April 1989, pages 37-39.
3. "4 Way Stop Signs Cut Accident Rate 58% at Rural Intersections", ITE Journal, November 1984, pages 23-24.
4. Michael Kyte & Joseph Marek, "Collecting Traffic Data at All-Way Stop Controlled Intersections", ITE Journal, April 1989, pages 33-36.
5. Chan, Flynn & Stocker, "Volume Delay Relationship at Four Way Stop Controlled Intersections: A Response Surface Model", ITE Journal, March 1989, pages 27-34.
6. La Plante and Kripidlowkdkki, "Stop Sign Warrants: Time for Change", ITE Journal, October 1992, pages 25-29.
7. Patricia B. Noyes, "Responding to Citizen Requests for Multi Way Stops", ITE Journal, January 1994, pages 43-48.
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12. "Indiana Suggests Ways to Halt Stop Sign Misuse", Transafety Reporter, February 1989, page 7.
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20. Homburger, etal, Residential Street Design and Traffic Control, ITE, Washington, DC, 1989.
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22. A Policy on Geometric Design of Highways and Streets, AASHTO, Washington, DC, 1994.
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SPEED CONTROL IN RESIDENTIAL AREAS



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FORWARD

This document is a revision of the "Speed Control in Residential Areas" booklet original written by the Residential Area Speed Control Ad-Hoc Committee. This revision represents the latest information and findings of the Institute of Transportation Engineers (ITE) Michigan Section's Technical Project Committee. The makeup of the Technical Project Committee is as follows:

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The information presented in this document represents the findings of the authors and does not necessarily reflect the views of the Michigan Office of Highway Safety Planning.

TABLE OF CONTENTS

I.	INTRODUCTION	1
II.	COMMUNITY INVOLVEMENT	4
III.	PROBLEM IDENTIFICATION.....	7
IV.	EDUCATION AND ENFORCEMENT	8
	A. EDUCATION.....	8
	1. Public Information and Education	
	2. Neighborhood Speed Watch Program	
	3. Radar Trailer	
	B. ENFORCEMENT	10
	1. Surveillance/Enforcement	
	2. Automated Speed Enforcement Device	
V.	ENGINEERING	12
	A. TRAFFIC CONTROL DEVICES.....	12
	1. Stop Signs	
	2. Speed Limit Signs	
	3. Turn Prohibitions	
	4. One-Way Streets	
	5. Commercial Vehicle Prohibitions	
	6. Special Warning Signs	
	7. Portable Signs	
	B. TRAFFIC CALMING DEVICES.....	21
	1. Speed Humps and Bumps	
	2. Rumble Strips	
	3. Cul-de-Sacs and Street Closures	
	4. Traffic Diverters	
	5. Traffic Islands	
	6. Chokers and Road Narrowing	
	7. On-Street Parking	

C. ROADWAY MARKINGS.....	30
1. Transverse Markings	
2. Longitudinal Markings	
3. Crosswalks	
D. PLANNING RELATED	
ALTERNATIVES	32
1. Adequate Arterial Capacity	
2. New Subdivision Planning	
VI. CONCLUSIONS.....	34

I. INTRODUCTION

The perception of speeding on local streets is probably the most persistent problem facing residents and traffic officials, alike. Although local or residential streets carry the lowest traffic volumes and suffer the fewest traffic crashes, they are the single largest consumer of a traffic engineer's time and energy. Residents observe vehicles being driven at speeds they perceive are too fast and conclude that the speeds would decrease if stop signs were installed. Speeds considered excessive by residents are considered reasonable by these same persons when they are driving in another neighborhood. Every traffic engineer has been shaken by these same residents who announce "if something is not done about the traffic problem on my street, someone is going to be killed and it will be your fault." This is usually followed by a demand for various traffic control measures and often backed up with petitions from residents. Traffic officials then must focus their attention on responding to these pressures, often diverting resources that could be dedicated to solving major capacity and traffic crash problems on other streets.

Residents' complaints are usually accompanied by a proposed solution to the speeding problem...stop signs. Traffic officials respond that stop signs installed to control speeding: (a) don't work, (b) are frequently violated, (c) are detrimental to safety, (d) are not warranted in the Manual* and, (e) actually increase speeds between stop signs. When residents are told that stop signs are not the answer to the speeding problem, they feel they must fight city hall to get them installed. A confrontational relationship is established between residents and traffic officials and the stop sign becomes a "trophy" which is awarded to the winner of the confrontation. Solving the speeding problem becomes secondary to winning the "trophy". The end results of this process are: (1) unhappy citizens, (2) continued complaints and requests for more stop signs, (3) increased political pressure and, (4) often, approval of stop sign installations to bring the controversy, temporarily, to an end. However, experience shows the

* The "Manual" refers to the *Michigan Manual of Uniform Traffic Control Devices* (MMUTCD that specifically states that stop signs should not be used for speed control).

speeding problem is usually not solved. Before and after studies show that stop signs usually increase mid-block speeds and create violators of the stop controls.

This booklet introduces traffic engineers, law enforcement officers, elected officials and community leaders to the concept of traffic calming which may help alleviate speeding in residential areas. Traffic calming is the combination of physical controls and community support to reduce the negative effects of motor vehicle use, alter driver behavior and improve conditions for non-motorized users. Some objectives of traffic calming include: reducing speeds for motor vehicles, reducing crash frequency and severity, increasing safety, reducing the need for police enforcement, and reducing cut-through motor vehicle traffic.

Traffic calming measures are typically installed as part of an area wide traffic management scheme rather than on a single street to avoid shifting the problem from one street to another. A successful traffic calming program must include enforcement, education, engineering and community involvement. Community support and participation is an integral part of a successful traffic calming program. This booklet will give guidance on how to set up a successful traffic calming program in your community.

This booklet provides alternatives that may help decrease speeds on residential streets. It discusses the advantages and disadvantages of each alternative. It points out that there is no single, simple solution to all speeding problems that satisfies residents, is effective, and meets good engineering practices and standards. It also stresses that there may not be a tool to reduce speeds. Regardless of the approach used, there are certain criteria that should be followed:

- All devices must meet Michigan Manual of Uniform Traffic Control Devices requirements.
- The integrity of streets classified as Major under the provisions of Public Act 51 must be preserved.
- Permanent traffic control devices should be used to the minimum extent required to achieve the objectives.

- Access to all properties must be accommodated.
- Access from the nearest arterial to the destination should be as direct as practical.
- Local access to neighborhood facilities must be accommodated.
- All permanently installed devices must be designed to allow emergency vehicle access.
- Consideration must be given to circulation, parking and needs of customers and business owners.
- Consideration should be given to the access needs of essential commercial services such as garbage pickup, snow plowing, student busing, etc.
- Changes must not unduly impact adjacent areas.

It states that residents and local officials must work together with a full understanding of each other's problems, limitations and concerns for the common goal of safety on residential streets. One of the best ways to accomplish this is to have citizens involved in standing or ad hoc community traffic safety committees.

This booklet is intended to be used as a traffic safety tool by traffic engineers, law enforcement officers, elected officials, and community leaders in their day-to-day traffic control responsibilities.

References: 40, 41, 42

II. COMMUNITY INVOLVEMENT

An important component of any traffic calming program is community involvement. If citizens are involved, the chance for problem resolution and a successful traffic calming program is greatly improved. Often the problem cited is one of perception and not fact, and the solution proposed could be ineffective or even counter-productive. One way to avoid the knee-jerk approach to traffic engineering is to develop a process that involves the community. While there are many ways to accomplish public involvement, this section will describe two that have been successful.

Approaches to Citizen Involvement

Standing Committee

Some communities have successfully employed a standing committee, normally referred to as the "Citizen Traffic Committee," to deal with traffic control issues. The makeup, function and authority of the committee are described below:

- a. The committee is appointed by the mayor or council. It should consist of an odd number of members who serve staggered terms.
- b. Non-voting staff experts (police and engineers) are available to prepare agendas, collect data, provide input and send recommendations to the city council.
- c. Efforts should be undertaken to make committee members as knowledgeable as possible about traffic engineering and enforcement principles. This can be realized by providing technical materials and training for committee members.
- d. The Committee reviews citizen requests for traffic control devices and staff analysis of those requests, and makes recommendations to the city council.

The Committee should hold monthly, evening meetings. The standing committee offers several advantages; acts as a buffer between the council and citizens; lessens the pressure to install unwarranted devices; may be perceived as more objective than staff; provides technical and citizen input to the council; and dampens the adversary relationship that often develops between citizens and staff. On the other hand, there are some drawbacks: the committee can become politically motivated; one strong member can have too much influence; it can slow the process; and it requires some staff time.

Ad hoc committee

In this approach, an *ad hoc* or advisory committee is formed when a community seeks help in dealing with a specific traffic control problem. While the governmental agency has the ultimate responsibility, it is highly desirable that the committee and agency work through the process and arrive at a consensus. This process works as follows:

- a. A working committee of neighborhood residents should be selected to represent different parts of the neighborhood. If the neighborhood has an organized association it should be asked to assist with the appointments; otherwise, volunteers are sought.
- b. Committee members should identify the problem brought to their attention.
- c. Staff collects the appropriate data and presents it to the committee. The committee sets goals which are quantifiable, e.g., reduce the average speed by a certain percentage, etc.
- d. Options should be identified and alternatives presented, listing the pros, cons, cost, etc. of each.
- e. Committee and staff reach agreement on the alternative to be recommended.
- f. Committee with staff support presents the plan to the larger community through a large meeting or several small meet-

ings. One large meeting is enough if the plan is not controversial; the number of meetings should be directly related to the complexity of the plan. The purpose of the meetings is to obtain community support.

- g. Once community support is achieved the plan is implemented. If possible, it is best to install temporary measures to determine the impact. This allows for adjustments and even removal if it is obvious that the measures will not produce the desired results.

The advantages of using advisory committees are that they will help develop neighborhood concerns and determine what, if anything, should be done; it builds a relationship between staff and residents to work through future problems; and the process creates a better understanding of traffic engineering and enforcement principles among lay people. Conversely, this process consumes considerable time and effort of staff. If consensus is not reached, the neighborhood can become divided. If not handled deftly by staff, the process can become unwieldy.

References: 19, 25, 28

III. PROBLEM IDENTIFICATION

The first step in a traffic calming program is to identify the problem. When a resident contacts their City, Village or County, a complaint is recorded. The resident will be directed to discuss their concerns with the other residents or an established traffic advisory committee. If an advisory committee has not been established, the public agency will give guidance on how to start one. Residents will assist the public agency in the identification of the problem.

These residents will also assist the public agency in the collection of data. Speed studies, traffic volume studies and license plate surveys, depending on need, will be performed at locations identified by the residents. The data collected will be analyzed to determine if there is a problem. If a problem is not identified, a letter with the supporting data will be sent to the residents explaining the findings and that no further action is required. If a problem is identified, then the public agency will move to the next steps of the program which include enforcement and education.

References: 42

IV. EDUCATION AND ENFORCEMENT

Once a speeding problem has been identified, the next steps in a traffic calming program is to initiate education and enforcement campaigns. Both of these steps should be conducted at the same time since many times a speeding problem can be reduced through effectively enforcing the traffic ordinances and educating the residents. From past enforcement activities, the City of Farmington Hills, Michigan found that most traffic violators within a residential area were the residents who live in the area. Therefore, it is critical to educate the residents of an area where a traffic problem is occurring.

Reference: 42

A. EDUCATION

1. Public Information And Education

An effective way to educate residents is through public information and education campaigns. Public information and education campaigns should be carried out through the mass media by law enforcement members of safety oriented groups. These campaigns "spread the word" about current enforcement emphasis and encourage voluntary compliance with the law. The perception that violators will be apprehended is essential to develop compliance with the law. Selecting the right media for your message is important. Clearly define the reason for the change; i.e., to reduce traffic crash casualties. The size of the audience and project will be a controlling factor in the media you select. An enforcement effort must be coordinated with the information and education campaign.

Reference: 5

2. Neighborhood Speed Watch Program

Another educational tool is the Neighborhood Speed Watch Program whereby residents can help control speeds with minimal police support.

A Neighborhood Speed Watch Program must involve law enforcement personnel and residents working as a team. Law enforcement's role is to provide the educational material and, if necessary traffic law enforcement. An effective tool used for education is speed radar trailers. The trailers are unmanned and equipped with radar equipment to detect the speed of vehicles. The trailer clocks the speed of an approaching vehicle and displays the speed on a display board that is visible to the motorist. This shows the motorist the actual speed at which they are traveling.

The neighbors must educate each other, establish their goals, and police themselves. Neighbors identify the speeders, the police make personal contact for the purpose of educating the speeder, and involve law enforcement as a last resort.

This program has the benefit of bonding the neighborhood together. The off-shoots of this are invaluable. The reduction of negative contacts with law enforcement enhances its image. The time involvement will depend on the individual's role and the size of neighborhood or community that is targeted. The media relationship involvement relates to the target area.

Neighborhood Speed Watch Programs rely on peer pressure and community spirit to increase awareness in a subdivision that may experience speeding traffic. It considers the fact that in a self-contained subdivision, the drivers involved are neighbors and friends of the people complaining of speeding. Neighborhood Speed Watch Programs have little or no effect on "through" traffic problems.

Typically, to be included in a Neighborhood Speed Watch Program, a street must (1) be a local street, (2) experience 85th percentile speeds in excess of 10 MPH greater than the posted speed, and (3) receive support from most of the households.

Once established, the following actions are taken:

- a) A personal letter is sent to all households explaining the Program.

- b) Neighborhood Speed Watch Program signs are posted.
- c) Committee members call each household in the specific area to explain the program and appeal for cooperation.
- d) Radar speed observations are made by local traffic personnel and personal letter are sent by the Chief of Police to drivers or owners of vehicles observed speeding.
- e) Periodic speed studies are made to determine the Program's effectiveness.
- f) Neighborhood organizations are involved as necessary.

Reference: 9, 42

B. ENFORCEMENT

1. Surveillance/Enforcement

Selective traffic law enforcement is the process of assigning police officers to a specific area at specific times to enforce traffic laws relating to a specific problem. The allocation of officers to the area is usually for a limited period.

When a police agency becomes aware of a particular traffic safety problem, officers can be assigned to the problem area to enforce related laws. Decisions must be made as to enforcement strategy, number of officers, time of day or any combination thereof, depending on the variables related to the location, type of violations, available officers, etc.

This type of activity tends to only solve the problem in the presence of the officer. The more officers assigned, the more effective this method. This is a costly process especially when it involves overtime or diverting officers from other assignments.

2. Automated Speed Enforcement Device

The newest tool in speed enforcement is the Automated Speed Enforcement Device, which is currently being tested at selected locations throughout the U.S. This device consists of a speed radar device and a 35 mm camera interfaced through a computer. It is located in an unmarked vehicle parked on the side of a road. As each vehicle comes within radar range its speed is determined. If that speed is over the preset threshold speed, the camera takes a photograph of the vehicle and its license plate.

The owner of the vehicle is then informed by either a warning letter or ticket of the date, time location, posted speed and travel speed of the vehicle. Currently, Michigan law does not permit the issuance of a ticket.

V. ENGINEERING

When the education and enforcement campaigns prove to be ineffective, the location qualifies for further analysis to determine what traffic engineering measure, if any at all, should be installed to effectively reduce speeds. In certain situations, vehicle speeds can only be effectively reduced by physical diversion of the traffic on the travelway. The application of traffic control devices, such as signs, alone normally are not effective in reducing vehicle speeds through residential neighborhoods. However, when used in conjunction with traffic calming devices, the proper use of traffic control signs can be an effective traffic management tool.

A. TRAFFIC CONTROL DEVICES

1. Stop Signs

The basic purpose of stop signs is to assign right-of-way to vehicles at intersections. There are Stop Sign Warrants outlined in the MMUTCD which must be satisfied before a stop sign can be installed. Stop signs are requested by residents more than any other traffic control device for the reduction of vehicle speeds and traffic volumes. Unfortunately, studies have shown that stop signs are largely ineffective in meeting the residents' requests for speed control.



a. Two-Way Stop

This is used to assign right-of-way to traffic on one of two intersecting streets by requiring traffic on one street to come to a complete stop. It is suitable where:

- one street is a major street;
- sight distances approaching the intersection are substandard, and traffic approaching under the general rules for uncontrolled intersections would run a strong risk of being involved in collisions;

- there is a history of a crash pattern that could be corrected by right-of-way controls, yet conditions do not require traffic on both streets to stop.

b. Four-Way Stop

This type of intersection control is intended primarily where two collector or major streets intersect and do not warrant a traffic signal. Its purpose is to assign right-of-way to traffic on both intersecting streets by requiring all approaching vehicles to come to a complete stop.

c. Effect on Traffic Volumes

When local streets offer significant savings in time over congested parallel major and collector routes, or allow avoidance of congestion points, traffic control devices, including stop signs, will do little to reduce traffic volumes. However, when the local streets offer only a slight savings in travel time over other routes, the time lost at stop signs may be enough to keep traffic off of local residential streets.

Stop signs may be installed at uncontrolled intersections in residential neighborhoods with a street network arranged in a grid pattern. Traffic would be stopped on every other block throughout the entire residential neighborhood. With no continuous "through" streets in the neighborhood, an even distribution of traffic would be encouraged.

d. Effect on Traffic Speed

Numerous studies have shown that stop signs are relatively ineffective as a speed control measure, except within 150 feet of the intersection. At the point of installation, speeds are reduced, but the effect on traffic approaching or leaving the stop-controlled intersection is negligible. In fact, some motorists actually increase their speed to make up for the "inconvenience" of stopping or disregard the stop signs. Studies show that more than 50% do not stop.

A study conducted in Boulder, Colorado, demonstrated that the 85th percentile speed and mean speeds on 25 mph and 35 mph roads were greater in areas that were controlled by stop signs.

Studies in various California cities showed a slight increase, or no change, in vehicle speeds after the installation of stop signs.

While the request for stop sign installation leads all resident requests for speed control measures, it must be emphasized that studies have proven there is little or no effect on vehicle speeds in residential road networks after installation.

e. Warrants/Compliance

Warrants for stop sign installations are included in the Michigan Manual of Uniform Traffic Control Devices (MMUTCD). These warrants relate to right-of-way assignment and respond to site safety consideration.

A stop sign observance study of unwarranted four-way stops in Troy, Michigan, found that the percentage of "no" or "roll" stops to be significant after installation of unwarranted stop signs, while there was no significant change in 85th percentile speeds.

Many studies have been conducted to determine the degree to which stop signs are obeyed. When not required to stop by cross street traffic, only 5 to 20 percent of all drivers come to a complete stop; 40 to 60 percent will come to a "rolling" stop below 5 MPH, and 20 to 40 percent will pass through at higher speeds. High-volume, four way stop-controlled intersections have demonstrated the highest compliance levels, while three-way stop controlled intersections have shown the lowest.

In Star City, West Virginia, before and after studies showed an increase in "no-stops" from 14.1% to 25.1% when two-way stop intersections were converted every summer to four-way stops for pedestrian safety. Mean Speed was not significantly affected by the presence of the four-way stops. The recommendation of this particular study was to end the practice of using four-way stops for speed control.

Studies have shown that when a driver does not believe that a stop sign appropriately reflects the actual traffic conditions, the driver often disregards it. The use of unwarranted stop signs not only decreases the compliance levels of motorists, but has the unintended effect of decreasing compliance at intersections where stop signs have been installed for warranted operation and collision reduction.

f. Effect on Traffic Safety

While no study has proven the effectiveness of stop signs as traffic safety measures, general engineering belief is that the unwarranted use of stop signs increases the safety hazard at the intersection. This is shown in the studies of the compliance rates at stop-controlled intersections. In addition, motorists disregard for unwarranted stop signs presents a significant hazard to crossing pedestrians.

Effects of unwarranted stop signs on driver behavior and safety at stop signs throughout a community are difficult to substantiate. Evidence to date on the safety effects of individual stop signs placed for volume and speed reduction purposes is mixed. At some intersections where a degradation in safety was measured, placement of the signs in poor visibility positions and lack of supplementary markings may account for the crash experience. Cases where safety experience was reportedly improved may include instances where traditional warrants for stop sign installation were actually met, or were close to being met.

g. Environmental Effects

Stop signs affect the environment around the intersection, and the use of unwarranted stop signs could unnecessarily add to this problem. Stopping and idling at intersections increases the amount of automobile exhaust in the area. In addition, tire noise and engine noise increase with the braking and acceleration associated with stop signs. Automobile fuel consumption is increased with the stopping, accelerating, and idling of vehicles at stop-controlled intersections.

h. Community Reaction

Residents often see stop signs as a solution to “near miss”, as well as actual crashes. They are also viewed as being effective at controlling vehicle speeds. Suggestions that unwarranted stop signs have very poor compliance and that they might be detrimental to safety are generally discounted by residents. Residents also dismiss concerns over a community’s exposure to tort liability for unwarranted use of traffic control devices. By disregarding the warrants presented in the MMUTCD, this presents potential liability concerns for the responsible jurisdiction. If a stop sign installation could be considered irresponsible or in clear contradiction to accepted standards, liability suits could result.

Objections to stop signs come mainly from residents at the intersections who are subjected to additional noise and pollution which come from decelerating and accelerating vehicles, and from motorists who think they are being stopped needlessly.

It should be the goal of the traffic engineer and local policy makers to explain to the public why unwarranted stop signs are ineffective at controlling vehicle speeds. Special attention should be given to explaining the adverse effects on the environment, motorist safety, and pedestrian safety.

A community’s policy of installing 4-way stops at school crossings should be reviewed in light of the above items. Stops at these locations are only useful about 2% of the time. Therefore, 98% of the time, they can be serious traffic safety hazards.

References: 1, 2, 3, 4, 36, 37, 38, 39, 40

2. Speed Limit Signs

a. Speed Limit Signs/Speed Zoning

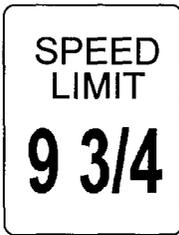
The speed limit sign is a regulatory device that informs drivers of the speed limit imposed by the governing agency. Some signs merely remind drivers of the limits applicable to the type of highway and area. Where the speed



limit is not applicable to specific sites because of special hazards, a deviation from that limit is shown by posting advisory speed signs. A new speed limit is determined by an engineering and traffic study of the street section involved. Special attention is given to the character of the street (sidewalks, driveways, and sight obstructions), horizontal and vertical alignment, pedestrian activities, and hazards which may not be easily detected by drivers. If no unusual safety problems are detected, the 85th percentile speed of traffic on a street is usually taken as an indication of the speed limit which could be implemented.

Studies that tested the effect of speed limit signs on speeds have been largely confined to major streets and expressways. Performance on these highways is not considered relevant to the local street situation. Studies have shown that speed limit signs have very little impact on drivers' speeds on major streets. Motorists drive at speeds that they consider reasonable, comfortable, convenient and safe under existing conditions. Drivers appear not to operate their vehicles by the speedometer, but by roadway conditions.

Speed limit signs, other than the standard 5 MPH increment (i.e., 28 MPH), are not standard and may be illegal. The desired effect of posting a non-standard speed limit sign is to gain compliance by capturing the driver's attention with a unique number. If drivers are consciously aware of the speed limit, they are more likely to comply with it. While the signs are inexpensive, they do not conform to the MMUTCD. Initially, the signs would be noticed and make drivers aware of their speed. Once drivers became used to the signs, they have no further effect on drivers' speeds.



If posted speed limits are significantly lower than prevailing traffic speed, residents normally place some hope in them or in subsequent enforcement. However, if the posted limits are within a few miles per hour of the previously prevailing traffic speed, they are not addressing the residents' problem.

b. Speed Limit Signs With Other Devices

Speed limit signs with flashing beacons have been shown to have a minor effect in reducing vehicular speeds. Such signs have been shown to be most effective in school zones. Other traffic activated signs with variable messages and warnings may also have minor effectiveness in reducing speeds.

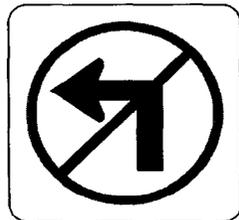
One such device is a trailer-mounted variable message sign with a radar speed gun which displays the posted speed limit and the approaching driver's speed. The intent is to increase the motorists' awareness of both posted speed limit and their own travel speed.

Observations show that most motorists reduce their speed when they see the device. In addition to reducing motorists' speeds, other advantages of the equipment include the creation of positive public relations, better acceptance of speeding tickets, and its ability to act as a teaching device. The disadvantages include potential vandalism to the equipment if left unattended, and it may encourage speeding by those who wish to "test" it. Its speed reduction effectiveness is isolated to the immediate area and time of its use, and this likely will diminish over time. However, effectiveness can be improved with the use of visible speed enforcement.

References: 5, 6, 7

3. Turn Prohibitions

Turn prohibitions will reduce traffic volumes, noise, and, in some cases, speeds on streets where they are applied. They may also improve traffic safety on streets to which they are applied. However, volumes, noise and speeds will increase on alternate routes. They are difficult to enforce, and reduce access for residents. In some cases, speeds may increase, and traffic safety may decrease, when motorists are forced to take alternate routes.



Turn prohibitions can be used to reduce traffic volumes on local streets by installing them on major/collector streets to prevent traffic from entering local streets. Such controls are usually in effect during peak traffic volume hours, when motorists are seeking less congested, alternate routes.

Although turn prohibitions have been in use for some time, very little quantitative research was found, and it was related to the number of violations. Violations in the range of 10% to 15% of the original turning volume can be expected.

Reference: 8

4. One-Way Streets

The use of one-way streets has mixed results. They are not useful in reducing speeds on local streets. In fact, the use of one-way signs may increase speeds in the permitted direction, and may increase the amount of cut-through traffic on other residential streets.

One-way streets can be used to make travel through a neighborhood difficult by creating a maze effect in the internal street pattern, which may discourage through traffic. However, the amount of traffic on other residential streets may be increased.

Reference: 8

5. Commercial Vehicle Prohibitions

It is a common practice in communities to prohibit commercial vehicles from most, if not all, local streets in residential areas. This is done to protect the pavements and eliminate nuisances. However, commercial vehicles are normally allowed to travel on any street when engaged in pickup and delivery. Such regulations are unlikely to affect vehicle speeds, but they will reduce truck traffic volume and noise.

Reference: 8

6. Special Warning Signs

Special warning signs such as "Children at Play", "Watch for Children", or others that warn of normal conditions are not effective in reducing speeds in residential areas. It is also likely that such signs encourage parents to believe that there is an added degree of protection, which is not the case. These signs suggest that it is acceptable for children to play in the street. The Michigan Vehicle Code prohibits the use of signs not deemed standard by the MMUTCD.

The MMUTCD provides standards for signs warning drivers that they are approaching recreational facilities such as parks and playgrounds. However, there is not enough evidence to determine the effect of these warning signs on vehicle speeds.

Reference: 40

7. Portable Signs

One growing trend in many communities is the use of portable stop signs placed in the street between crosswalks, to protect pedestrians. This has actually turned out to be a very controversial issue in many areas.

Municipalities feel that these signs are very effective in forcing traffic to stop for pedestrians in crosswalks. However, some state departments of transportation have banned the use of these portable signs, citing reports that the signs, when hit by vehicles, have caused injuries to nearby pedestrians. The MMUTCD states "As noted herein or for emergency purposes, portable or part-time STOP signs shall not be used". The exceptions refer to hand-held STOP signs used by construction flaggers and school crossing guards.

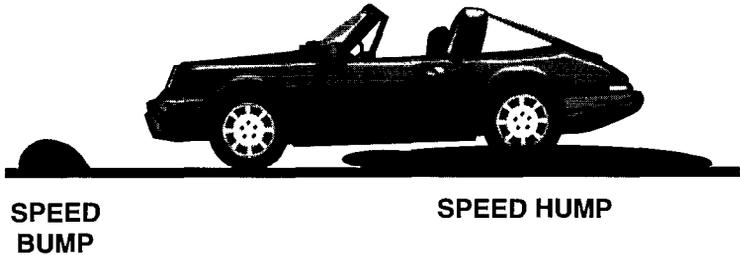
B. TRAFFIC CALMING DEVICES

1. Speed Humps and Bumps

The speed hump is generally 3 to 4 inches high, rounded section of pavement, approximately 12 feet in length. A speed bump is approximately 12" to 18" long, causing a more severe "bump" to be felt by the driver.

The speed hump was developed in the Transportation Road Research Laboratories (TRRL) in Great Britain and has been tested in closed test areas and on public roads. Tests in the United States and in various countries around the world, have shown speed humps to be effective in controlling vehicle speeds and in reducing traffic volumes in the immediate area of the hump or bump.

Studies in Australia, the United Kingdom, and the United States have shown reductions in 85th percentile speeds ranging from 3 MPH to 14 MPH between speed humps and from 6 MPH to 27 MPH at the speed bump location. Recent experience in a Michigan community indicated a 5 mph reduction in the 85th percentile speed. Volumes were found to be reduced from 1 to 55 percent.



Another type of speed hump is the flat top hump or speed table. These humps are typically 22 inches long with a 10 foot flat

section and can be used on collector roads with more than 12,000 vehicles per day. This type of speed hump can serve as pedestrian crossings. Studies have shown these humps not only greatly reduce the 85th percentile speed of mainstream traffic but also have shown that, unlike speed humps, the speed between the humps and at the humps are essentially the same as before hump or bump installation.

Some of the negative effects of speed humps are an increase in noise level from individual vehicles near the humps caused by braking and acceleration, but not due to the sound of vehicles striking the humps. Studies have shown that speed humps have a more severe impact on longer wheel base vehicles and should not be used on neighborhood collectors, major fire and ambulance routes, or on routes frequently used by large trucks or buses. They are a major hindrance to snowplowing efforts.

Often the implementation of such traffic calming measures bring up liability issues. A recent survey of a number of communities using different traffic calming devices found that most had no legal problems at all while the remainder had mostly experienced threats and no action. As more and more traffic calming devices are installed, the question of the legality of these measures are becoming irrelevant.

The reports on speed humps have shown that both the design and location/spacing of speed humps are critical. For typical residential streets the most widely used design is the circular, parabolic speed hump. A series of speed humps is more effective than a single installation. The spacing of speed humps ranges from 200 feet to 750 feet, depending upon the desired 85th percentile speed between speed humps. Formulas have been developed to determine the optimal spacing of humps, depending on the use of either a 3 inch or a 4 inch high hump. Adequate pavement markings and traffic signs are important to warn drivers of speed humps. Speed humps can be installed on roadways carrying 3,000-8,000 vehicles per day. The cross-section design of humps or bumps is critical to their effectiveness.

The speed hump should not be confused with the speed bump that is 3 to 5 inches in height and 1 to 1 ½ feet in length. Because speed bumps are abrupt, they are considered to be potentially hazardous for motor vehicles. The main use of the speed bump

has been in private parking lots and on private roads. They are generally considered to be inappropriate by traffic engineers because they are not included in design guides.

As of September 10, 1997, The Institute of Transportation Engineers (ITE) plans to publish the recommended practices for Guidelines for the Design and Application of Speed Humps.

References: 10, 11, 12, 13, 14, 15, 16, 32, 33

2. Rumble Strips

Rumble strips are a series of either bumps or depressions in the pavement. They are intended to alert drivers of a special situation, such as a speed reduction or stop ahead condition. They are typically ½ to 1 ½ inches high or deep, 3 to 4 inches wide and placed 90° to traffic flow.

Rumble strips produce both an audible rumble and a vibration that creates an awareness of a condition for which a driver must react. They are used most frequently on shoulders of high-speed roadways to alert drivers that they are not driving in the travel lanes of a road. They are also commonly used to alert drivers in rural or high speed areas of an unexpected stop-ahead condition.

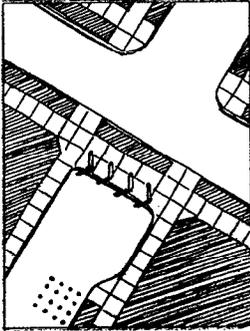
Many states now use 'portable' rumble strips, which are basically high density rubber sheets with a series of undulations. Though these are popularly used near construction zones, these may be used as a temporary measure in residential areas before installing permanent rumble strips.

Little research has been performed in residential areas for their use as a speed control device. A study in the City of Rochester Hills showed speed reductions of up to 2 MPH, whereas another study showed reductions of up to 15 MPH. Rumble strips can produce an annoying noise, cause vibration in nearby homes and be snow removal obstructions. One study suggests they should not be used where there is significant bus or truck activity or where traffic volumes exceed 2,500 vehicles per day. Due to the adverse effects, their installation must be carefully considered.

References: 4, 17, 18

3. Street Closures

The primary effect of street closures is to eliminate through traffic rather than to reduce speed. There may be some speed reduction because higher speed through traffic is discouraged from using the neighborhood streets. This is true particularly where a pattern of closures is carefully designed to accomplish this end. Street closures can be constructed at an intersection or at midblock.



The midblock application can be effectively used where it is desired to restrict traffic in a residential section while allowing access to a high traffic generator adjacent to the residential area. Generally, whenever a street closure is used, a cul-de-sacs should be constructed so as not to "trap" a

vehicle. Cul-de-sacs often require the purchase of right-of-way and often are constructed in a resident's front yard.

Among the disadvantages of street closures are:

- Restricted access to the neighborhood by service and emergency vehicles.
- Problems with vandalism and maintenance.
- Traffic is often transferred to neighboring streets, generating new problems and complaints.

Street closures are difficult to apply to existing roadways and are better suited for newly developing subdivisions.

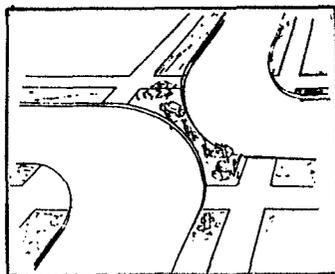
When cul-de-sacs are used, adequate turnaround areas must be provided at the end of the street. Proper signs must be installed to warn drivers of the end of the street.

Reference: 8, 28

4. Traffic Diverters

a. Diagonal Diverters

Diagonal diverters are barriers placed diagonally across an intersection. This converts a normal four-legged intersection into two separate roadways, each with a 90° turn. The purpose is to discourage "through" traffic by requiring it to take a circuitous route through the neighborhood.



Speeds of vehicles are only affected in the immediate vicinity of the diverter because drivers must make a 90° turn. Diverters may discourage drivers from using the street as a short-cut route. However, some drivers will simply move to another residential street, thus moving the problem. Since they create formidable barriers in the intersection, they must be marked similar to one-way streets and have appropriate lights so they can be seen at night.

References: 8, 9, 19

b. Semi-Diverters

A semi-diverter is a barrier placed transverse to traffic at the beginning of a block. It prohibits traffic from entering the block, but allows two-way traffic within the block. Since they create formidable barriers in the intersection, they must be marked similar to one-way streets and have appropriate lights so they can be seen at night.

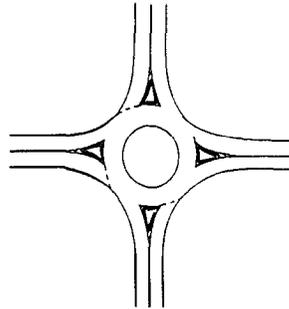
Semi-diverters have no effect on speeds other than in the immediate vicinity of the barrier. They can reduce traffic volumes, but only at the end of the block at which they are placed. The violation incidence can be quite high.

Reference: 8, 19

5. Traffic Islands

a. Traffic Roundabout

Modern roundabouts are different from traditional traffic circles, in that all approaching traffic yields right of way to circulating traffic. This is reinforced through the use of yield signs on the approaches. Other characteristics of roundabouts include deflection and flared approaches. Use of deflection helps slow entering vehicles, leading to safer merges with the circulating traffic stream. The use of splitter islands helps drivers perceive a change in the roadway geometry and enter the roundabout safely. Benefits of roundabouts realized in the states of California, Florida, Maryland and others include slowing of traffic, reducing delay and emissions when compared to stop/signal controlled intersections, improving safety and aesthetics.



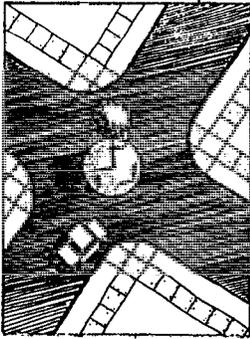
Its primary use is to reduce crash frequency at residential intersections. These roundabouts also have an effect on traffic volume and speeds.

At ten study locations, average speeds were reduced 4 MPH (from 27.5 MPH to 23.3 MPH) downstream from the circles, but only for short distances. Speed reductions can be even more significant near the circle, similar to speeds near stop signs.

One study shows a significant 77% decrease in crashes. Traffic volumes on the higher volume street at twenty study locations decreased an insignificant 2%. The construction cost of a roundabout is quite high (\$10,000 - \$30,000).

References: 4, 8, 19, 20, 30

b. Traffic Islands



A traffic island is a defined area, painted or raised, included in highway design for the primary purposes of controlling and directing traffic movements. They also provide refuge for pedestrians, reduce excessive pavement areas, and can be used to indicate proper use of an intersection or to locate traffic control devices.

Painted/striped islands do not affect speeds significantly; raised islands reduce vehicle speeds in some instances, mostly in combination with narrow lanes, which can create hazards.

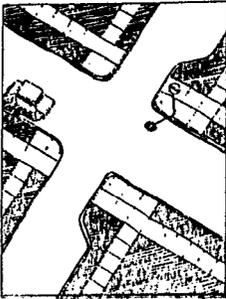
Improper islands make roadways unsafe. If an island is not large enough to command attention, motorists will drive over it. Curbed islands are sometimes difficult to see at night due to oncoming headlights or other light sources, thus causing crashes.

Islands do not reduce traffic volume by any significant amount, but can be an effective treatment for traffic movement and safety. If a traffic island is used, it might be beneficial to plan an island initially, then observe the effect and change the layout arrangement accordingly. The same process can be repeated until an optimum arrangement is established and a permanent raised island can be installed.

6. Chokers and Road Narrowing

Chokers are narrowed roadway widths using landscaped areas between the sidewalk and street. The pavement width between chokers can be constructed for one or two lanes of traffic. The choker can be constructed parallel to the traveled way or twisted to the direction of travel.

Road narrowing is a method used mostly in residential areas to control vehicle speeds and reduce traffic volume to improve safety.



Another road narrowing technique can be found by the use of medians. In one community in Maryland, medians 20 to 50 feet or more in length have been constructed in advance of intersections. It was found to effectively reduce speeds though, it was necessary to construct bulb-outs to force drivers to shift over inconveniently. Once implemented, the 85th percentile speeds were reduced by 2-5 mph.

Chokers and road narrowing can control the speeds of vehicles efficiently and can increase safety and reduce traffic flow if properly installed. However, they should not be used on high volume streets, and sudden road narrowing should always be avoided. Curbside parking may have to be sacrificed to implement these methods. Proper signs should be installed to warn drivers of the chokers.

Reference: 4, 32

7. On-Street Parking

On-street parking is parking that is allowed on a street in the curb lane and is commonly permitted in residential areas.

Drivers of through vehicles generally reduce their speed in anticipation of conflict situations with parked vehicles or pedestrians. A study was done in Dallas where parking was removed in four central business districts. A 60-day study showed an increase of 26.7% in vehicle speed. In another study, only peak period prohibitions were reported which increased average speeds by 27%.

A clear relationship exists between crashes and vehicles parked on-street. One study in a community of 65,000 people found that 43% of all local and collector-street crashes involved on-street parking.

The angle of on-street parking has an affect on safety. Although angle parking allows for more parking spaces per unit of curb length than parallel parking, it requires more space for maneuvering, increases the amount of time a car is exposed to oncoming traffic, and can create a visibility problem for drivers when backing out into traffic. Therefore, angle parking has a substantially higher crash rate than parallel parking. Many studies have found that eliminating angle parking and replacing it with parallel parking reduces crashes 19 to 63 percent. A study in Maine found that parallel parking had a crash rate 12 percent lower than angle parking. A study in Nebraska concluded that parking should be of parallel rather than angle type to improve safety by reducing traffic crashes.

Several studies have been conducted that show the safety concerns of on-street parking. Primary hazards are:

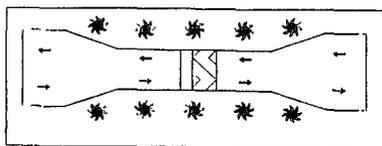
1. Parked vehicles make the road width narrower and significantly restrict the flow of traffic. Parked vehicles can easily increase rear-end or side-swipe crashes due to hazardous maneuvers by drivers avoiding parked vehicles or drivers entering or leaving parking stalls.
2. Drivers or rear-seat passengers getting out of parked vehicles on the side street present an added obstacle in the roadway. This produces both rear-end and side-swipe collisions.
3. Reduced sight distances involving pedestrians, especially children, attempting to cross the street from between parked vehicles or at intersections.

It is advisable to avoid on-street parking especially on residential streets because of the crash hazard, traffic volume/capacity/flow reduction, etc. It does, however, reduce speeds by restricting sight distances.

References; 21, 22, 23, 24, 34, 35

8. Combination of Physical Control Measures

Various combinations of traffic control and traffic calming measures can be used to enhance effectiveness. The combinations are governed by the major objectives or purpose for which the installation is planned. For ex-



ample, the objective of reducing speeds and cut through traffic may be achieved by using a combination of a speed hump and street narrowing. The illustration presents such a combination. This combines the installation of a speed hump as well as street narrowing within the vicinity of the speed hump. The street narrowing helps to reduce speeds over a longer distance than a conventional speed hump.

References: 31

C. ROADWAY MARKINGS

1. Transverse Markings

Transverse pavement markings consist of a series of painted lines placed across the road. The spacing between the lines gradually decreases as the hazard is approached. The paint pattern is intended to give the illusion of high speed and causes drivers to reduce their speeds. In Maine, transverse pavement markings used in conjunction with standard speed limit signs, when entering a small town, increased the number of vehicles traveling below the speed limit by 10 percent. In Scotland, similar

success occurred when yellow transverse markings were applied in advance of a traffic circle. Initial results showed a 30 percent reduction in 85th percentile speeds, which were later reduced to 16 percent after one year. Crashes were reduced at the Scotland site from 14 crashes in the year prior to the installation to only 2 crashes in the 16 months following the installation.

A study in Great Britain showed that speeds were influenced by the existence or non-existence of a hazard following the transverse markings. If no hazard exists at the first location with transverse markings, the driver would not slow down at the second location even if a hazard existed.

It appears from the various studies that if transverse markings are used at locations in advance of potentially hazardous locations or in addition to normal speed limit signing when entering small towns, that speed reductions will occur at both types of locations and crashes will be reduced at the hazardous locations. However, it does not appear from the literature reviewed that reductions in speeds should be anticipated by applying transverse pavement markings in the middle of a typical residential area.

Reference: 27

2. Longitudinal Markings

Longitudinal pavement markings for speed control is intended to give drivers the impression of a narrow lane through which the vehicle must be guided. One study involved the striping of two residential streets to nine foot wide lanes. It was found that speeds changed in a range of a decrease of 1.4 MPH to an increase of 3.2 MPH. It was theorized that the narrowing by striping was ineffective because it actually made the drivers task of tracking the roadway easier.

3. Crosswalks

The use of painted crosswalks is to provide improved pedestrian safety by guiding them across the street and to notify drivers of the possibility of the presence of pedestrians. When painted

crosswalks are used, sidewalks on both sides of the road should also be provided. There is no indication in the literature that crosswalks result in lower vehicular speeds.

Reference: 16

D. PLANNING-RELATED ALTERNATIVES

1. Adequate Arterial Capacity

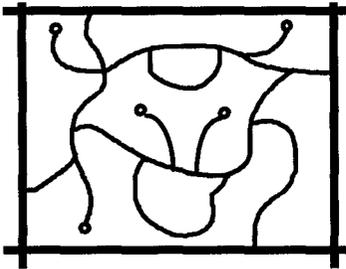
By providing adequate capacity on the surrounding major street network, the amount of through traffic using residential streets can be reduced. Although not specifically a speed regulating method, reducing the traffic volume can decrease the number of speed complaints on residential streets and can improve safety.

Though this is a costly means of reducing residential speeding complaints, improved traffic flow and crash reduction can be realized on residential streets.

Reference: 26

2. Subdivision Planning

Residential street design can influence the speed of vehicles through a neighborhood. Designs that feature curvilinear alignment, a narrow cross-section, short block length, reduced building setback and roadside tree planting can create a feeling of restriction and result in a speed reduction and may increase traffic crashes. Conversely, local streets built to high standards, in an attempt to im-



prove safety, create an environment that allows increased vehicle speeds.

New subdivision streets can be designed to discourage cut-through traffic, which will reduce speeding complaints.

Care must be taken in the design process to ensure adequate sight distances along the roadway and at intersections, to provide the highest level of safety possible.

Reference: 26, 29

VI. CONCLUSIONS

An effective traffic calming program can be implemented by following the guidelines in this booklet. The key to a successful program is **community involvement**. Local officials and residents must work together for the common goal of improving safety on residential streets. This booklet provides alternatives that may help decrease speeds and/or reduce through traffic on residential streets. It also gives direction for developing a traffic calming program in those communities that currently use only traffic law enforcement to control speeds.

Whenever traffic calming devices are used, special care must be taken to advise drivers of the device by installing adequate warning signs and/or permanent markings.

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#OHSP 701 (2/98)



Emons/Pinecrest

Emons/Woodstock

Emons/Main

DISCLAIMER: This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user.

TOWN BOARD MEETING:

June 21, 2016

AGENDA ITEM #: 10c

ACTION TYPE:

Administrative Action

(For Approval/Denial)



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Administrator/Clerk
Date: April 22, 2016
RE: **Fireworks Display Permit – WIR June 30, 2016**

RECOMMENDED ACTION: This is an administrative action¹ item for Town Board Approval/Denial.

SUMMARY: Under Municipal Code Section §294-2, The Town Board may grant fireworks display permits for special community events and other public occasions.

Speilbauer Fireworks, on behalf of Wisconsin International Raceway are seeking a fireworks display permit for the following date(s):

1. June 30, 2016

From time to time, the Town has received complaints regarding fireworks displays at WIR. The Town Board approved a permit for WIR for a display on June 11, 2016. No complaints have been received as of June 16, 2016. Additionally, no complaints were registered in 2015 for the two dates permitted.

POLICY/PLAN REFERENCE(S):

1. Town of Buchanan Municipal Code: Chapter §400-5 – Noise Variance Permits.

FISCAL IMPACT: NONE

JDG

###

Attachments:

1. **Fireworks User Permit Application – Speilbauer Fireworks, on behalf of Wisconsin International Raceway (WIR), for the June 30, 2016**

¹ *Administrative actions involve the routine application of adopted rules, policies and standards. Discretion associated with these types of decisions is very limited and is based solely on state statutes, local ordinances and/or policy.*

Town of Buchanan

Fireworks Users Permit



N178 County Road N • Appleton, WI 54915 • Phone (920) 734-8599 • Fax
(920) 734-9733

All fireworks user's permits are regulated per Wis. Stat. Chapter 167 and the Town of Buchanan Municipal Code, Chapter 38, Section II. This application **must be received by the Fire Chief not less than 30 days prior to the requested date of use of fireworks.** Currently there are no application fees.

Permit Applicant: Spielbauer Fireworks Co. Phone Number: 920-336-0446

NOTE: Per Wis. Stat. 167.10(3)(c); a permit can only be issued to a public authority, fair association, amusement park, park board, civic organization, individual, group of individuals (resident or nonresident) and an agricultural producer for the protection of crops from predatory birds or animals.

Address: 1976 Lane Road Green Bay, WI 54311

Time of day at which display is to be held: 9pm-10pm (No later than Midnight)

The exact address location planned for display: WIR - Racetrack

Date fireworks may be purchased: 6/30/2016 Date of actual display: 6/30/2016

Kind and quantity of fireworks purchased: 1.3G Display Fireworks: 80-3" 56-4" 24-5" 1-8" and 18 Display Boxes

Address and location fireworks will be stored at: Delivered that day

I HERBY AGREE AND CERTIFY the above information is correct. I am 18 years of age or older. I understand this permit is valid only for the date(s) of issue and the requirement to comply with all Wisconsin Statutes and the Town of Buchanan Municipal Code now in effect. A violation of any of the above shall be cause for permit to be immediately revoked by the Town of Buchanan Fire Department or the Outagamie County Sheriff.

[Signature]
Signature of Permit Applicant

6/10/2016
Date Signed

[Signature]
Witness

6/10/2016
Date Signed

The permit applicant agrees to indemnify and hold the Town of Buchanan harmless for any lawsuit or liability which may result in the applicant's use or possession of fireworks. Town is not liable for damage caused by fireworks for the sole reason of issuing a fireworks permit.

pd. \$45.00 ck # 2950 **FOR OFFICE USE ONLY**
6-14-16 Rec 954975

- Applicant qualifies for receiving permit, must not be a minor.
- Approved insurance policy of \$1,000,000 posted with Town Clerk. Attach copy.
- Fire Chief has reviewed and approved the application.
- Town Board, from report of the Fire Chief, has determined that the applicant will use the fireworks per Town ordinance. Meeting Date: _____

This permit is valid for the following dates: _____

Approved by Fire Chief or Designee:

Signature

Date Signed

Title

A copy of this permit shall be given to Buchanan Fire & Rescue or the Outagamie County Sheriff's Department/Buchanan Deputy at least 2 days before the date of authorized use.

TOWN BOARD MEETING:

June 21, 2016

AGENDA ITEM #: 10d

ACTION TYPE:

Administrative Action

(For Approval/Denial)



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Administrator/Clerk
Date: June 16, 2016
RE: **Fireworks Sales Permit – Pick n' Save Parking Lot**

RECOMMENDED ACTION: This is an administrative action¹ item for Town Board Approval/Denial.

SUMMARY: Under Municipal Code Section §294-2, The Town Board may grant fireworks sale permits for special community events and other public occasions.

Matt Sokol, DBA TNT Fireworks is seeking a fireworks sales permit at Pick n' Save Parking Lot for June 23 to July 4, 2016.

POLICY/PLAN REFERENCE(S):

1. Town of Buchanan Municipal Code: Chapter §294-2 – Fireworks Sale and Discharge.

FISCAL IMPACT: NONE

JDG

###

Attachments:

1. **Fireworks User Permit Application – Matt Sokol, TNT Fireworks**

¹ *Administrative actions involve the routine application of adopted rules, policies and standards. Discretion associated with these types of decisions is very limited and is based solely on state statutes, local ordinances and/or policy.*

Town of Buchanan Fireworks User Permit



N178 County Road N • Appleton, WI 54915 • Phone (920) 734-8599 •
Fax (920) 734-9733 • www.townofbuchanan.org

All fireworks user permits are regulated per Wis. Stat. Chapter 167 and the Town of Buchanan Municipal Code, Chapter 294. This application must be received by the Town not less than 30 days prior to the requested date of use of fireworks.

Permit Applicant: Matt Sokol Phone Number: 715-797-6885

Applicant Address: 311 N Stacy Plany, Milwaukee, WI 53208

Time of day at which display is to be held: 8am - Midnight (No later than Midnight)

The exact address/ location planned for display: Pick N Save N135 Storeybrook Rd

Date fireworks may be purchased: June 23rd - July 4th Date of actual display: _____

Describe applicant experience and precautions to be exercised for protection of lives and property :

See attached

Address and location fireworks will be stored at: N135 Storeybrook Rd

I HERBY AGREE AND CERTIFY the above information is correct. I am 18 years of age or older. I understand this permit is valid only for the date(s) of issue and the requirement to comply with all Wisconsin Statutes and the Town of Buchanan Municipal Code now in effect. A violation of any of the above shall be cause for permit to be immediately revoked by the Town of Buchanan Fire Department or the Outagamie County Sheriff.

Matt Sokol
Signature of Permit Applicant

5/26/16
Date Signed

Witness

Date Signed

The permit applicant agrees to indemnify and hold the Town of Buchanan harmless for any lawsuit or liability which may result in the applicant's use or possession of fireworks. Town is not liable for damage caused by fireworks for the sole reason of issuing a fireworks permit.

FOR OFFICE USE ONLY

- Applicant qualifies for receiving permit, must not be a minor.
- License Fee paid. *Rec. # 954920⁸ 100.00 *gh**
- Approved insurance policy of \$1,000,000 posted with Town Administrator/Clerk. Attach copy.
- Fire Chief has reviewed and approved the application.
- Town Board, from report of the Fire Chief, has determined that the applicant will use the fireworks per Town code. Meeting Date: _____

This permit is valid for the following dates: _____

Approved by Fire Chief or Designee:

Signature

Date Signed

Title

A copy of this permit shall be given to Buchanan Fire & Rescue and the Outagamie County Sheriff's Department/Buchanan Deputies at least 2 days before the date of authorized use.



Matthew Sokol
TNT Fireworks
Area Manager
Wisconsin

311 N Story Pkwy
Milwaukee, WI 53208
Phone 715-797-6885

Dear City Official,

Please find the enclosed Fireworks permit for the upcoming 2016 season. I believe I have included all the necessary information for the permit but please feel free to contact me should you need any additional information or clarification.

Also, if it is possible to mail the permit to the address above I would appreciate it. If not, please just let me know when ready and I will arrange to pick it up.

Thank you very much,

Matt Sokol

TOWN OF BUCHANAN

"GENERAL PERMIT APPLICATION"

APPLICATION DATE: 5/26/16 APPLICATION NO.: 2016-506
OWNER: TNT Fireworks CONTRACTOR: _____
ADDRESS: 4003 Melton Dr ADDRESS: _____
Florence, AL 35630
PHONE NO: 800-243-1189 PHONE NO: _____

- 1) Building Site Address: Pick N Save N135 Stonebrook Dr Tax Parcel: _____
- 2) Type of Permit Requested (Garage, Deck, Fence, Remodel): Sign Permit
- 3) Building/Structure Dimensions: 20' x 40' Flame retardant tent
- 4) Building/Structure Setbacks: _____
- 5) Type of Construction (New, Repair, Remodeling, Addition): _____
- 6) Type of Material (Metal, Steel, Wood, Concrete): _____
- 7) Name of Architect (If Applicable): _____
- 8) Square Feet of Floor Space (If Applicable): _____
- 9) Projected Cost of Project: _____
- 10) Sanitary Permit No. (If Applicable): _____
- 11) Cost of Permit Fee: \$50 each / 2 signs Date Collected: pd 5/31/16 Rec # 954920 ^{100.00} _{ph}
- 12) Remarks: _____

13) Shoreland Zoning Permit Required (YES / NO): _____

The applicant agrees to comply with all applicable codes/zoning ordinances, state statutes, local, federal and state building code requirements and with the conditions of this permit; understands that the issuance of this permit creates no legal liability, expressed or implied by the Town of Buchanan; and certifies that all the information stated above is hereby correct.

[Signature]
Signature of Applicant
Date Signed 5/26/16

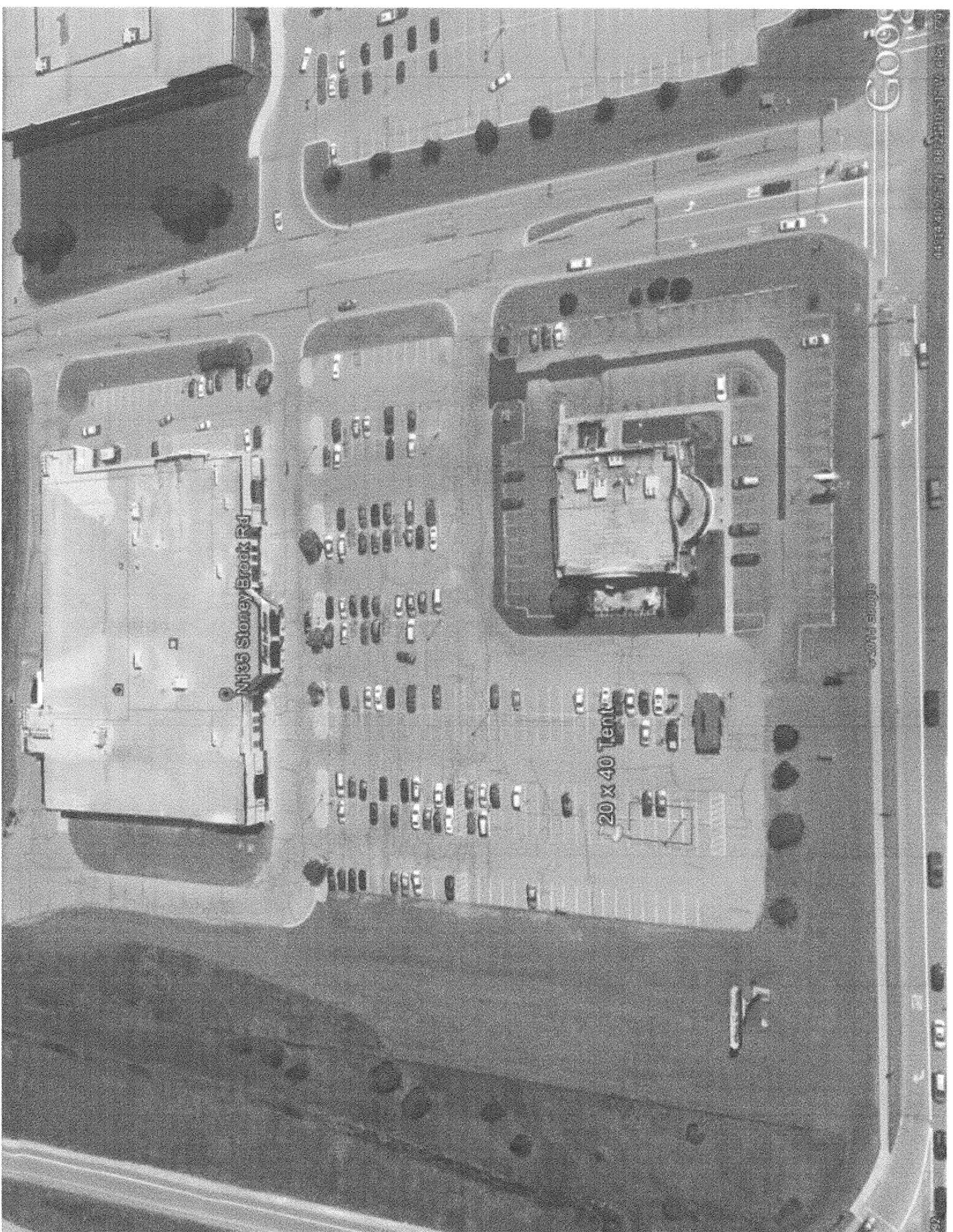
Town Building Inspector
Date Signed _____

*Matt Sokol
TNT Fireworks
Wisconsin Area Manager
sokolm@tntfireworks.com*



*Cell 715.797.6885
Fax 866.477.8295*

TNT Fireworks operates over 4,400 fireworks tents nation-wide. As such, all sales will conform to Wisconsin Statutes and the Town of Buchanan municipal code. Items will be Safe and Sane class c 1.4 consumer spark emitting devices. This includes fountains, novelties and sparklers but excludes rockets, candles and novelties "with report" or generally any item project into the air before exploding. Safety precautions include proper training of sales team to assure conformity to NFPA Standards 1124 Chapter 7, including safety training, no smoking signs, allowing for appropriate means of egress and the use of a portable fire extinguisher.



N163 Stony Brook Rd

20 X 40 Tent

Google

© 2007 Google

ROUNDY'S SUPERMARKETS, INC.

PICK 'N SAVE · COPPS · METRO MARKET · MARIANO'S FRESH MARKET

PO Box 473
Milwaukee, WI 53201
414-231-5000

April 22, 2016

Re: Consent of Fireworks Tent/operation

To Whom It May Concern:

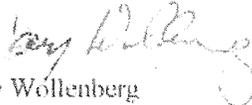
American Promotional Events, Inc. dba/ TNT Fireworks is hereby granted permission to erect a tent on the following properties for the purpose of having a 4th of July retail sale. Events usually run two weeks.

We also authorize American Promotional Events, Inc. to sign for and obtain any documents necessary for permits and/or licenses for this promotion at the locations listed below.

6394- McFarland, WI (pick n save)
6396- Fort Atkinson, WI (pick n save)
6403- Appleton, WI (pick n save)
8182- Fitchburg, WI (Copp's)
6390- Stoughton, WI (pick n save)

Sincerely,

ROUNDY'S SUPERMARKETS, INC.


Jay Wollenberg
Director of Real Estate



WISCONSIN DEPARTMENT OF REVENUE
 PO BOX 8902
 MADISON, WI 53708-8902

State of Wisconsin • DEPARTMENT OF REVENUE

REGISTRATION UNIT
 2135 RIMROCK RD PO BOX 8902 MADISON, WI 53708-8902
 PHONE: 608-266-2776 FAX: 608-261-8248
 EMAIL: sales10@revenue.wi.gov WEBSITE: www.revenue.wi.gov

Letter ID: L0394576704

AMERICAN PROMOTIONAL EVENTS INC
 PO BOX 1318
 FLORENCE AL 35631-1318

Wisconsin Department of Revenue

Seller's Permit

LEGAL/REAL NAME: AMERICAN PROMOTIONAL EVENTS INC
 BUSINESS NAME: TNT FIREWORKS
 PO BOX 1318
 FLORENCE AL 35631-1318

The seller whose name appears above is authorized to engage in the business of selling tangible personal property and taxable services at the location shown. This permit is not transferable and is not valid at any other location. This permit must be conspicuously displayed at the place of business for which issued. Return this permit to the Department if you discontinue sales of taxable property and services at this location.

If your business is not operated from a fixed location, such as craft shows, flea markets, etc., this permit should be displayed or carried with you to the various events.

Tax Type	Account Type	Filing Number	Account Number
Sales & Use	Seller's Permit		456-0000426277-02



CERTIFICATE OF LIABILITY INSURANCE

11/1/2016

DATE (MM/DD/YYYY)

5/26/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lookton Companies 3280 Peachtree Road NE, Suite #250 Atlanta GA 30305 (404) 460-3600	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS:	FAX (A/C, No):	
	INSURER(S) AFFORDING COVERAGE INSURER A: Everest Indemnity Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:		NAIC # 10851
INSURED 1359629 American Promotional Events, Inc. DBA TNT Fireworks, Inc. P.O. Box 1318 4511 Helton Drive Florence AL 35630			

COVERAGES **CERTIFICATE NUMBER:** 14079475 **REVISION NUMBER:** XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	Y	N	S18GL00242-151	11/1/2015	11/1/2016	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			NOT APPLICABLE			COMBINED SINGLE LIMIT (Ea accident)	\$ XXXXXXXX
							BODILY INJURY (Per person)	\$ XXXXXXXX
							BODILY INJURY (Per accident)	\$ XXXXXXXX
							PROPERTY DAMAGE (Per accident)	\$ XXXXXXXX
								\$ XXXXXXXX
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE	\$ XXXXXXXX
							AGGREGATE	\$ XXXXXXXX
								\$ XXXXXXXX
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	NOT APPLICABLE			PER STATUTE	OTHER
							E.L. EACH ACCIDENT	\$ XXXXXXXX
							E.L. DISEASE - EA EMPLOYEE	\$ XXXXXXXX
							E.L. DISEASE - POLICY LIMIT	\$ XXXXXXXX

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 ADDITIONAL INSURED; WI 3857; Property located at Walmart, 2151 Royal Ave, Monona, 53713 Walmart Stores, INC 702 SW 8th Street, Bentonville, AR 72716; Gregory Rusch; Certificate holder is an additional insured on the General Liability as required by written contract subject to policy terms, conditions, and exclusions.

CERTIFICATE HOLDER 14079475 City of Monon 5211 Schluter Road MONONA WI 53716	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	--

TOWN MEETING:

June 21, 2016

AGENDA ITEM #: 10e

ACTION TYPE:

Administrative Action

(For Approval/Denial)



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Administrator/Clerk
Date: June 11, 2015
RE: **Property & Liability Insurance Renewal**

RECOMMENDED ACTION: This is an administrative actionⁱ item for Town Board Approval/Denial.

SUMMARY: The Town's property, general liability, inland marine, auto and worker's compensation insurance policy expires on June 30, 2015. Staff solicited a renewal from the Horton Group, Inc. Generally, the Town competitively bids property, general liability, inland marine, auto and worker's compensation insurance every 3 years. That next competitive bid should be completed in 2017.

Coverage, limitations and services are comparable from the previous period. The proposed annual premium is \$12,711.

Administration recommends renewing services with the Horton Group. They provided a fair cost proposal, have been our insurance provider since 2009 and meet our budget requirements.

POLICY/PLAN REFERENCE(S):

1. Town of Buchanan 2015 Fiscal Year Budget.

FISCAL IMPACT:

Is there a fiscal impact? Yes, \$12,711

Is it currently budgeted or planned? Yes, FY2016 (Budget)

Amount: \$13,250 GL-57331 (Property & Liability Insurance)

JDG

###

Attachments:

1. **Glatfelter Public Practice – Insurance Proposal for Town of Buchanan Effective 7/1/2016**

ⁱ Administrative actions involve the routine application of adopted rules, policies and standards. Examples include the appointment to Boards and Commissions, approval of bills, the awarding of contracts/agreements and the issuance of permits and licenses for permitted uses. Discretion associated with these types of decisions is very limited and is based solely on state statutes, local ordinances and/or policy.



**AN INSURANCE PROPOSAL
PREPARED FOR:**

TOWN OF BUCHANAN

EFFECTIVE DATE: 7/1/2016

PRESENTED BY: THE HORTON GROUP INC
N19W24101 N RIVERWOOD DR
WAUKESHA, WI 53188

DATE: June 06, 2016

MAILING ADDRESS: Glatfelter Public Practice
P.O. Box 2726
York, PA 17405

TELEPHONE: (800) 233-1957

FACSIMILE: (717) 747-7033

ADMINISTERED BY: Glatfelter Underwriting Services, Inc.
a/k/a Glatfelter Insurance Services in CA, MN, NV, TN and UT
and Glatfelter Brokerage Services in NY

This proposal is valid until the proposed effective date.

Glatfelter Public Practice, a division of Glatfelter Insurance Group, is the nation's premier public entity program manager for the following classes: municipalities; public and private schools; and water and sewer districts. We are recognized as the industry leader in our target markets. Glatfelter Public Practice's mission statement is simple: we strive to provide our customers with innovative and stable products, prompt and considerate claims handling, attentive and personal service, pricing equity, and carrier security. Our commitment to customer service is evidenced by our high retention ratio and portfolio growth. Glatfelter Public Practice's services include program underwriting, policy administration, product and program management, loss control, claims administration, licensing, compliance, and actuarial services. We distribute our products through a national network of independent brokers and believe this partnership is responsible for the distinct competitive advantage we enjoy in our target market.

Glatfelter Public Practice offers a broad portfolio of coverages including:

- Property (including Equipment Breakdown)
- Inland Marine
- Crime
- General Liability
- Law Enforcement Activity Liability
- Public Officials & Management Liability (including Employment Practices Liability and Cyber Liability and Privacy Crisis Management Expense)
- Auto
- Excess Liability

Please contact your insurance representative if you are interested in modifying your proposal to include one or more of these available coverages.

Agency License OB17046

Glatfelter Insurance Group is one of the top 25 privately owned insurance brokers in the U.S., providing property, casualty, life, accident and health insurance products and financial services to individuals, businesses and organizations. In addition to Glatfelter Public Practice, Glatfelter Insurance Group manages several specialty programs which include emergency services, public and private schools, hospice and home health care agencies, and car washes. Our unique culture, operating structure, and strong market relationships enable us to offer an impressive portfolio of value added products and services designed to help our clients manage risk. With more than 500 associates and seven satellite offices, Glatfelter Insurance Group serves the insurance and risk management needs of over 25,000 clients throughout the United States and Canada.

TABLE OF CONTENTS

YOUR INSURANCE PROPOSAL:

PROPERTY	5
INLAND MARINE	12
CRIME	16
GENERAL LIABILITY	17
LAW ENFORCEMENT ACTIVITY LIABILITY	20
PUBLIC OFFICIALS AND MANAGEMENT LIABILITY	21
CYBER LIABILITY AND PRIVACY CRISIS MANAGEMENT EXPENSE	23
AUTO	26
EXCESS LIABILITY	28
PREMIUM SUMMARY	29
PROPOSAL NOTES	30

YOUR INSURANCE PROPOSAL

This proposal is prepared from information supplied to Glatfelter Public Practice on the application submitted by your insurance representative.

This proposal may or may not contain all terms requested on the application. Proposed coverages are provided by the Glatfelter Public Practice insurance policy forms and are subject to the terms, exclusions, conditions and limitations of those policy forms. Actual policies should be reviewed for specific details. Your insurance representative can provide specimen policies upon request.

Your exposure to loss changes over time. Keep your insurance representative informed of any changes, so your coverage can be updated. We strongly recommend frequent reviews of your operations and Glatfelter Public Practice coverage with your insurance representative.

The proposed Property and Casualty coverage is underwritten by American Alternative Insurance Corporation (A.M. Best #11574). American Alternative Insurance Corporation is rated A+ (Superior) in Financial Size Category XV by A.M. Best Company.

PROPERTY

This coverage contains the following four sections:

- **Coverage A. Real Property** protects you for direct physical loss or damage to your buildings and structures at a premises shown on the schedule in this proposal caused by or resulting from a covered cause of loss. Pays up to the limit shown on the schedule in this proposal in any one occurrence. Real Property includes foundations of buildings, structures, machinery or boilers.
- **Coverage B. Personal Property** protects you for direct physical loss or damage to your contents at a premises shown on the schedule in this proposal caused by or resulting from a covered cause of loss. Pays up to the limit shown on the schedule in this proposal in any one occurrence.
- **Coverage C. Loss of Income** protects your loss of income if your operations are interrupted because of a covered loss to your buildings or contents. Covers the loss of income you sustain during the period of restoration. Pays up to the limit shown on the schedule in this proposal in any one occurrence.
- **Coverage D. Extra Expense** protects you from extra expense you incur if your operations are interrupted because of a covered loss to your buildings or contents, provided the extra expense is necessary to minimize your down-time and continue operations. Covers the extra expense (over and above normal operating expenses) incurred during the period of restoration. Pays up to the limit shown on the schedule in this proposal in any one occurrence.

Glatfelter Public Practice insures property against *any* cause of direct physical loss or damage unless the cause of loss is specifically excluded. Notable exclusions to coverage include, but are not limited to, war, nuclear activity, earthquake or flood, and asbestos. Please refer to the actual Property Coverage Part for a complete description of coverage, exclusions, and conditions.

Earthquake Coverage or Flood Coverage is optional for eligible locations.

A deductible applies to all property coverage.

Valuation

Glatfelter Public Practice insures property on a **Replacement Cost (RC)** basis unless indicated otherwise. If indicated on the Schedule of Property Limits, property coverage on designated premises may be provided on an **Actual Cash Value (ACV)** or **Functional Replacement Cost (FRC)** basis. Descriptions are:

- **Replacement Cost** pays to replace your property, without deduction for depreciation, but is subject to the limit on the policy.
- **Actual Cash Value** pays the cost to replace your property, subject to depreciation and subject to the limit on the policy.
- **Functional Replacement Cost** pays to replace your property with similar property intended to perform the same function, when replacement with identical property is impossible or unnecessary; it's subject to the limit you select.

PROPERTY

Property Premises Summary

<u>Premises</u>	<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>
1	N178 COUNTY RD N	APPLETON	WI	54915

Policy Deductible: \$1,000

Equipment Breakdown Deductible:
If no deductible is shown above, the Policy Deductible applies.

Schedule of Property Coverage - Blanket Limits

The following Blanket Limit Schedule for Coverage A - Real Property and Coverage B - Personal Property applies to all items of Real Property and Personal Property except for the property listed in the Schedule of Property Coverage - Individual Limits.

<u>Premises</u>	<u>Blanket Limit of Insurance</u>	<u>Valuation</u>	<u>Coinsurance</u>	<u>Inflation Guard</u>
1	\$1,693,154	Replacement Cost	N/A	4%

Schedule of Property Coverage - Individual Limits

<u>Premises/Item</u>	<u>Description/Occupancy</u>	<u>Real Property</u>				<u>Personal Property</u>			
		<u>Limit</u>	<u>Valuation</u>	<u>Coins.</u>	<u>Inflation Guard</u>	<u>Limit</u>	<u>Valuation</u>	<u>Coins.</u>	<u>Inflation Guard</u>
1 / 3	SIGN	\$12,654	RC	N/A	4%	Included	RC	N/A	4%

Coverages C and D: Schedule of Limits

Loss of Income	Loss sustained up to:	\$250,000	per occurrence
Extra Expense	Loss sustained up to:	\$250,000	per occurrence

Property Coverage Extensions Limits

<u>Extension</u>	<u>Limit of Insurance</u>
Accounts Receivable:	\$50,000
Fine Arts (without certified appraisal):	\$25,000 (subject to \$1,500 per item)
Fine Arts (with certified appraisal):	\$50,000
In Transit or Temporarily Off Premises:	\$25,000
Valuable Papers & Records:	\$50,000
Outdoor Property:	\$150,000
Trees, Shrubs, Plants and Lawns:	\$25,000
Software:	\$500,000

Flood

Limit of Insurance - Each Occurrence:	\$1,348,122
Limit of Insurance - Annual Aggregate:	\$1,348,122
Deductible - Each Occurrence:	\$1,000

Flood Schedule of Included Premises

<u>Premises</u>	<u>Address</u>
1	N178 COUNTY RD N

PROPERTY

Coverage Highlights

The following apply unless noted otherwise in this proposal:

**Accounts
Receivable**

- Pays the costs you incur in restoring your accounts receivable records following a covered loss.
- Also pays amounts you are unable to collect if your accounts receivable records cannot be restored.
- Applies on-premises or away from premises.
- Pays up to \$50,000 in any one occurrence; higher limits are available.

**Commandeered
Property**

- Pays at your request for direct physical loss or damage to commandeered property caused by or resulting from any covered cause of loss.
- Coverage applies only for the time you officially use the commandeered property to manage an emergency situation and the time to return the property.
- Pays the "replacement cost" of the commandeered property and loss of use.

Debris Removal

- Covers up to 25% of the amount paid for direct physical loss to covered property if the expense is incurred as a result of a covered cause of loss.
- Pays up to an additional \$100,000 if the debris removal expense exceeds the 25% provided above.

**Deductible
Waiver**

- If a Property claim occurs in conjunction with a claim under a Glatfelter Public Practice Auto Physical Damage or Inland Marine coverage, only one deductible, the largest, will apply to all losses.

Equipment Breakdown

- Extends property coverage to include the mechanical breakdown of equipment or the explosion of pressure vessels at a covered premises. Covered equipment includes such items as covered real property or personal property that generates, transmits or utilizes energy, including electronic communications and data processing equipment; or during normal usage, operates under vacuum or pressure, other than the weight of its contents. Please refer to the actual Property Coverage Part for equipment not covered.
- Covers loss of income or extra expense you may suffer if utilities are interrupted as a result of an accident to covered equipment owned by a landlord or utility company.
- Subject to Property limits and sub-limits as noted here:
 - Loss of Income: Refer to the property schedule in this proposal
 - Extra Expense: Refer to the property schedule in this proposal
 - Expediting Expenses: \$100,000
 - Hazardous Substances: \$100,000
 - Spoilage: \$100,000
 - Data Restoration: \$500,000

Fine Arts

- Pays the fair market value to restore fine arts to its pre-loss condition or replace the item with an identical object.
- Pays up to \$25,000 in any one occurrence (subject to \$1,500 per item) without a certified appraisal.
- Pays up to \$50,000 in any one occurrence with a certified appraisal.

Fire Department Charges

- Pays the fire department charges assumed by contract prior to a covered loss; or when required by local ordinance.
- Charges are payable only when a fire department is called to save or protect real property or personal property at a premises described in the Declarations.
- No deductible.
- Pays up to \$25,000 in any one occurrence.

Fire Extinguishing Recharge Costs

- Will pay the cost to recharge fire extinguishing equipment at your premises regardless of whether the discharge was accidental or was the result of a covered cause of loss.
- No deductible.

**Limited Fungus,
Wet Rot, Dry Rot
and Bacteria**

- Protects against loss by fungus, wet rot, dry rot or bacteria arising out of occurrences of windstorm, hail, explosion, civil commotion, vehicles, aircraft, smoke, vandalism, sprinkler leakage, sinkhole collapse, volcanic action, falling objects, the weight of ice / snow / sleet, or water damage (and flood if optional flood coverage is purchased).
- Pays up to \$25,000 total for all occurrences. Will not pay more than \$25,000 even if it continues to be present or active, or recurs, in a later policy period.

**Newly Acquired
Property**

- Covers newly acquired buildings, buildings under construction, construction materials and supplies and contents at newly acquired locations.
- Up to 90 days or the end of the policy period.
- Limits are \$1,000,000 for buildings and \$500,000 for contents.

**Ordinance
Coverage**

- Applies to buildings on a replacement cost basis when damaged by a covered loss.
- Coverage applies to any undamaged portion of your building caused by any law or ordinance that:
 - Requires demolition of parts of your building not damaged
 - Regulates the construction or repair of buildings or establishes zoning or land use requirements, and
 - Is in force at the time of loss
- Includes the cost to demolish and clear the site of the undamaged part of the property and the increased cost to repair, rebuild or construct the affected building.
- The total paid for the undamaged portion is included within the building limit and does not increase that limit. The most we will pay for the cost to demolish the undamaged part of the property or the increased cost to repair or rebuild shall not exceed 100% of the amount paid.

**Outdoor
Property**

- Covers fixed or permanent: items such as exterior signs, antennas, fences, benches, playground equipment, hydrants, dumpsters, electric utility power transmission and distribution lines, poles and related equipment owned by the insured not at scheduled premises, if you have building coverage with Glatfelter Public Practice.
- Pays up to \$50,000 in any one occurrence; higher limits are available.

- Personal Effects**
- Will pay the replacement cost for direct physical loss to property on your premises that belongs to you, your officers, managers, elected or appointed officials, employees, or volunteer workers.
 - Pays up to \$5,000 in any one occurrence.
- Pollution Remediation Expenses**
- Applies on-premises only.
 - You have up to 180 days after the date of loss to notify us.
 - Pays up to \$25,000 in any policy period resulting from a covered cause of loss.
 - Pays up to \$100,000 in any policy period resulting from a specified cause of loss.
 - No coverage for fungus, wet rot, dry rot, virus, bacteria or asbestos.
- Preservation of Property**
- Pays for any direct physical loss or damage to real or personal property if it is necessary to move the property from a premises for the purpose of preserving it from direct physical loss or damage by a covered cause of loss.
 - Coverage applies while it is being moved or while temporarily stored at another location.
 - Loss or damage must occur within 90 days after the property is first moved.
- Real or Personal Property in Transit or Off Premises**
- Pays up to \$25,000 in any one occurrence; higher limits are available.
- Software**
- Coverage for the cost of restoring, researching, replacing, or reproducing electronic data or the media on which it is stored and any resulting loss of income and extra expense.
 - Covered causes of loss include computer virus.
 - Applies on-premises or away from premises.
 - Pay up to \$500,000 in any one occurrence; higher limits are available.
- Trees, Shrubs, Plants & Lawns**
- Covers against loss by fire, lightning, explosion, civil commotion, aircraft, vehicles and vandalism up to \$10,000 any one occurrence subject to a \$1,000 maximum for any single tree, plant or shrub.

- Valuable Papers & Records**
 - Coverage for the cost of restoring, researching, replacing, or reproducing your documents following a covered loss.
 - Applies on-premises or away from premises.
 - Pays up to \$50,000 in any one occurrence; higher limits are available.

- Arson, Theft or Vandalism Information Reward**
 - We will reimburse you for the payment of rewards that you actually incur which provide information related to arson fire, theft or vandalism, subject to certain conditions.
 - Pays up to \$25,000 per loss.
 - No deductible applies.

- Lock Replacement**
 - Covers the necessary expense you incur to replace locks, lock cylinders and keys after a covered theft of your covered property.
 - Pays up to \$25,000 per occurrence.
 - No deductible.

- Spoilage due to Off "Premises" Electrical Service Interruption**
 - Covers damage and expense that are the result of an interruption of electrical power service to your premises. The interruption must result from direct physical loss or damage by a covered cause of loss to the off premises power supply equipment.
 - Coverage applies to:
 - Physical damage to perishable goods due to spoilage;
 - Physical damage to perishable goods due to contamination from the release of refrigerant, including but not limited to ammonia;
 - Any necessary expenses you incur to reduce the amount of loss and does not exceed the amount of loss.
 - Pays up to \$50,000 in any one occurrence.

- Water Contamination Notification Expense Coverage**
 - Pays all necessary printing, mailing and other expenses you incur when you are required by law or regulatory authority to notify your customers of actual or possible water contamination.
 - Pays up to \$5,000 in any one policy period.
 - No deductible.

INLAND MARINE

This coverage contains the following three sections:

- **Coverage A. Blanket Tools and Equipment** protects you for direct physical loss or damage caused by or resulting from any covered cause of loss to your tools and equipment.

Tools and equipment means any portable equipment or tool, together with attached devices, accessories and trailers that are used in your operations. This covers tools or equipment, such as hand tools, power tools, mechanics tools, saws, maintenance or diagnostic equipment, generators, air compressors, materials handling equipment, outdoor portable seating, food service trailers not licensed for road use. It also includes mobile equipment such as bulldozers, backhoes, excavators and graders.

Note: If an item is scheduled under Coverage B. Scheduled Equipment, there is no coverage for such item under Coverage A Blanket Tools and Equipment or Coverage C Blanket Emergency Services Equipment.

A deductible applies to Blanket Tools and Equipment coverage.

- **Coverage B. Scheduled Equipment** protects for direct physical loss or damage caused by or resulting from any covered cause of loss to equipment owned by you that is specifically listed.

A deductible applies to each Scheduled Equipment item. The amount of the deductible(s) is indicated in the Coverage B - Scheduled Equipment section below.

- **Coverage C. Blanket Emergency Services Equipment** protects for direct physical loss or damage caused by or resulting from any covered cause of loss to Blanket Emergency Services Equipment owned by you.

Emergency Services equipment means items such as portable law enforcement, firefighting, ambulance, rescue, and communications equipment, including trailers whose primary purpose is to transport covered Emergency Services equipment. It also includes firearms, radar speed timing units, training videos, manuals, and mannequins.

A deductible applies to Blanket Emergency Services Equipment coverage.

INLAND MARINE

	<u>Limit</u>	<u>Deductible</u>
Coverage A - Blanket Tools and Equipment:	\$25,000 *	\$1,000
Coverage B - Scheduled Equipment:	Not Covered	
Coverage C - Blanket Emergency Services Equipment:	Guaranteed Replacement Cost	\$1,000
* subject to a per item limit of \$10,000		
Watercraft Extension Limit:	\$50,000	

INLAND MARINE

Coverage Highlights

The following apply unless noted otherwise in this proposal:

- Debris Removal**
 - Pays the expense you incur in removing debris of covered tools and equipment, emergency services equipment, or scheduled equipment after direct physical loss or damage caused by or resulting from any covered cause of loss.
 - Pays up to \$15,000 in any one occurrence.

- Tools and Equipment Owned by Your Employees**
 - Pays the replacement cost of tools and equipment used in the course of your operation belonging to your employees or volunteers.
 - No deductible applies.
 - Pays up to \$5,000 in any one occurrence (if no other coverage is available to the owner of the tools and equipment).

- Emergency Services and Law Enforcement Personal Effects**
 - Extends Blanket Emergency Services Equipment to pay the cost to replace personal effects belonging to emergency service or law enforcement employees or volunteers while away from your premises and en route to, performing, or returning from an emergency service or law enforcement duty.
 - Pays up to the actual replacement cost, on a primary basis, for the lost or damaged personal effects in any one occurrence.
 - No deductible applies under this extension.

- Rented or Borrowed Equipment**
 - Coverage A and C: Extended to pay for Tools and Equipment and Emergency Services Equipment not owned by you, but that are temporarily in your possession; pays up to \$10,000 in any one occurrence.
 - Coverage B Scheduled Equipment: Extended to pay the replacement cost of Scheduled Equipment not owned by you, but that are temporarily in your possession; the most paid in any one occurrence is the lesser of the actual cash value of the damaged equipment or \$100,000; higher limits are available.
 - \$1,000 deductible applies.

**Newly Acquired
Scheduled
Equipment**

- Covers newly acquired Scheduled Equipment or similar to that listed in the respective schedules, for a period of 30 days from date of acquisition.
- \$1,000 deductible applies.
- Pays replacement cost not to exceed purchase price.

Deductible Waiver

- If an Inland Marine claim involving Coverage A and/or Coverage C occurs in conjunction with a claim under a Glatfelter Public Practice Auto Physical Damage or Property coverage, only one deductible, the largest, will apply to all losses.

CRIME

Coverage provides reimbursement for the loss of your money or other property on a loss sustained basis resulting from dishonest acts of your employees or volunteers. For governmental entities, Glatfelter Public Practice insures these employee theft exposures on the Government Crime form on a Per Employee or Per Loss basis. A Faithful Performance of Duty coverage extension is included if statutorily required. On the Commercial Crime form for non-governmental entities, Glatfelter Public Practice insures Employee Theft on a Per Loss basis. Other Crime coverages include Forgery or Alteration, Money & Securities, Computer Fraud, Funds Transfer Fraud and Money Orders and Counterfeit Paper Currency.

Coverage does not apply to any public officials or employees whose positions require separate bonds such as a tax collector or treasurer. Those obligations are typically addressed by a surety bond and Glatfelter Public Practice coverage cannot be used to fulfill those requirements.

Government Crime

<u>Insuring Agreement</u>	<u>Limit of Insurance</u>	<u>Deductible Amount</u>
Employee Theft <i>includes Faithful Performance</i>	\$10,000 per Loss	\$1,000 per Loss
Forgery or Alteration	\$10,000 per Occurrence	\$1,000 per Occurrence
Inside the Premises - Theft of Money & Securities	\$10,000 per Occurrence	\$1,000 per Occurrence
Inside the Premises - Robbery/Safe Burglary	\$5,000 per Occurrence	\$1,000 per Occurrence
Outside the Premises	\$10,000 per Occurrence	\$1,000 per Occurrence
Computer Fraud	\$10,000 per Occurrence	\$1,000 per Occurrence
Funds Transfer Fraud	\$10,000 per Occurrence	\$1,000 per Occurrence
Money Orders	\$10,000 per Occurrence	\$1,000 per Occurrence

GENERAL LIABILITY

This coverage contains the following three sections:

- **Coverage A. Bodily Injury and Property Damage Liability** protects you when claims are made against you because of injury to others or damage to their property, unless caused by an auto.
- **Coverage B. Personal and Advertising Injury Liability** protects you when claims are made against you because of injury to others arising from offenses such as slander or violation of a person’s privacy.
- **Coverage C. Medical Expense** pays medical expenses for bodily injury caused by an accident on your premises or because of your operation. These expenses are payable even if the injury occurred through no fault of your own.

<u>Coverages</u>	<u>Limit</u>
Each Occurrence:	\$1,000,000
Damage to Premises Rented to You:	\$1,000,000
Medical Expense:	\$10,000
Personal and Advertising Injury:	\$1,000,000
General Aggregate:	\$3,000,000
Products - Completed Operations Aggregate:	\$3,000,000
Deductible:	\$0

- Professional Health Care Liability** • Covers you for liability for the health care services provided by your firefighting, emergency medical services or rescue squad units.

GENERAL LIABILITY

Coverage Highlights

The following apply unless noted otherwise in this proposal:

- | | |
|---|---|
| Defense Costs | <ul style="list-style-type: none">• Payable in addition to the Limits of Insurance. |
| Bodily Injury | <ul style="list-style-type: none">• Bodily Injury includes mental anguish and mental injury, shock, fright or death resulting from bodily injury, sickness or disease. |
| Contractual Liability | <ul style="list-style-type: none">• Covers you for the liability you agreed to assume of another party, either orally or in writing, but not for the sole negligence of the other party.• The claim must be otherwise covered (not excluded). |
| Damage to Property of Persons Receiving Services | <ul style="list-style-type: none">• Covers you for liability for a personal property loss suffered by a member of the public receiving services from you, provided the loss is caused by theft, physical damage or disappearance.• Subject to a \$100 deductible each occurrence.• Coverage is limited to firefighting, emergency medical services or rescue squad units. |
| "Good Samaritan" Liability | <ul style="list-style-type: none">• Covers volunteer members and employees for liability arising from actions on their own to render services at the scene of an emergency requiring immediate action.• Applies to professional health care or any other services.• To qualify as a "Good Samaritan", the individual must act independently of your organization or any other organization. |
| Damage to Premises Rented to You (including Fire Damage Legal Liability) | <ul style="list-style-type: none">• Covers you for liability for damages, due to "property damage" or caused by "specified perils", to any one premises while rented to you or temporarily occupied by you with permission of the owner. |

Pollution Liability

- Covers you for bodily injury or property damage arising out of a pollution incident resulting from any of the following:
 - heat, smoke or fumes from a hostile fire
 - escape of fuels or lubricants from mobile equipment
 - escape or back-up of sewage or wastewater if property damage occurs away from land you own or lease
 - application of pesticides or herbicides
 - potable water which you supply to others
 - chemicals you use in your water or wastewater treatment
 - natural gas or propane gas used in your treatment process

All pollution incidents must be accidental, unintended and stopped as soon as possible.

Watercraft Liability

- Covers you for bodily injury or property damage arising from your use of the following:
 - non-owned boats (unless carrying persons or property for a charge)
 - owned boats that are not powered by motors
 - owned boats that are powered by motors of not more than 100 horsepower, and jet skis and wave runners regardless of horsepower

Failure to Supply Water

- Coverage is included for failure to supply water and is not subject to the ISO sudden and accidental restriction.

Public Use of Property

- No coverage is provided for claims arising out of the principles of eminent domain, including condemnation, adverse possession, and dedication by adverse use, or inverse condemnation.

LAW ENFORCEMENT ACTIVITY LIABILITY

This coverage protects you when claims are made against you for injury to others that arise from the operations you authorize in the course of law enforcement.

Law Enforcement Activity Liability

Each Law Enforcement Wrongful Act Limit:	\$1,000,000
Aggregate Limit:	\$3,000,000
Deductible:	\$0

PUBLIC OFFICIALS AND MANAGEMENT LIABILITY

This coverage contains the following two sections:

- **Coverage A. Liability for Monetary Damages** protects you when claims are made against you for monetary damages arising out of a wrongful act, employment practices offense or employee benefits administration offense from your operations. Coverage does not apply to bodily injury, property damage or personal and advertising injury, except when resulting from a covered employment practices offense.
- **Coverage B. Defense Expense for Injunctive Relief** reimburses reasonable defense expenses you incur to defend an injunctive relief action arising out of a wrongful act, employment practices offense or employee benefit administration offense from your operations.

Policy Type: Claims Made

<u>Coverages</u>	<u>Limit</u>	
Coverage A: <i>Coverage A includes Employee Benefits Liability</i>	\$1,000,000	Each Wrongful Act or Offense
Coverage B:	\$50,000	Each Action for Injunctive Relief
Aggregate Limit:	\$3,000,000	Coverage A and B Combined
Deductible:	\$0	
Retroactive Date:	None	Applies to Claims Made coverage only

PUBLIC OFFICIALS AND MANAGEMENT LIABILITY

Coverage Highlights

The following apply unless noted otherwise in this proposal:

- Defense Expense** • The cost to defend you against covered claims is the responsibility of the company and will not erode your liability limits.

- Wrongful Acts** • Coverage applies to any actual or alleged error, act, omission, neglect, misfeasance, nonfeasance, or breach of duty, including violation of any civil rights law, that results unexpectedly and unintentionally to others.

- Employment Practices** • Coverage applies to any actual or alleged improper employment related practice, policy, act or omission involving an actual, prospective, or former employee or volunteer.
• Includes violations of civil rights, wrongful termination, failure to hire and harassment.

- Employee Benefits Administration** • Coverage applies to acts, errors or omissions in counseling, interpreting, handling records, or effecting enrollments in your employee benefit plans.

- Public Use of Property** • No coverage is provided for claims arising out of the principles of eminent domain, including condemnation, adverse possession, dedication by adverse use, or inverse condemnation.

CYBER LIABILITY AND PRIVACY CRISIS MANAGEMENT EXPENSE

- **Cyber Liability** protects you when claims are made against you for monetary damages arising out of an electronic information security event.
- **Privacy Crisis Management Expense** reimburses for expenses you incur as a result of a privacy crisis management event first discovered during the policy period. This first party coverage is intended to provide professional expertise in the identification and mitigation of a privacy breach while satisfying all Federal and State statutory requirements.

Cyber Liability

Cyber Liability Each Event Limit:	\$1,000,000	Each Electronic Information Security Event
Cyber Liability Retroactive Date:	None	

Privacy Crisis Management Expense

Privacy Crisis Management Expense Each Event Limit:	\$50,000	Each Privacy Event
Privacy Crisis Management Expense Aggregate Limit:	\$50,000	Aggregate
Privacy Crisis Management Expense Retroactive Date:	None	
Deductible for Privacy Crisis Management Expense:	\$0	Each Privacy Event

CYBER LIABILITY AND PRIVACY CRISIS MANAGEMENT EXPENSE

Coverage Highlights

Cyber Liability

- Coverage applies to each electronic information security event which includes:
 - Transmission of malware from your computer system to a third party;
 - The inability of an authorized user to access your web site or your computer system because of a denial of service attack;
 - A personal identity event or corporate privacy event caused by information that is obtained or released directly from your computer system.

As used in this definition, a denial of service attack means an intentional attack on a web site or a computer network that prevents or slows down access to the web site or computer network.

Personal Identity Event or Corporate Privacy Event

- What is a personal identity event or corporate privacy event?
 - Unauthorized disclosure of or failure to protect identifiable or confidential corporate information from misappropriation;
 - The failure to disclose or warn of an actual or potential disclosure of misappropriation of personally identifiable or confidential corporate information;
 - Violation of any federal or state privacy statute pertaining to the disclosure or misappropriation of personally identifiable or confidential corporate information.

**Privacy Crisis
Management
Expense Coverage**

- Pays on behalf applicable reasonable and necessary fees because of a privacy event which includes:
 - To conduct a computer forensic analysis to determine the cause and extent of the privacy event;
 - Provide a crisis management review and advice by an approved independent crisis management or legal firm;
 - Notification to affected parties for printing, advertising, mailing of materials or other costs;
 - Travel expenses by directors and employees to mitigate damages;
 - Call center services for credit monitoring as well as identity theft education and assistance for affected individuals.
- Privacy crisis management expenses shall not include:
 - Compensation, fees, benefits or overhead of any insured or "employee" of any insured;
 - Costs or expenses that would have been incurred in the absence of the "privacy event";
 - Costs or expenses associated with upgrading, maintaining, improving, repairing or remediating any "computer system", procedures, services or property as a result of a "privacy event".

Privacy Event

- What is a Privacy Event?
 - Unauthorized disclosure by you of personally identifiable or confidential corporate information or your failure to protect personally identifiable or confidential corporate information from misappropriation;
 - Failure to disclose or warn of an actual or potential disclosure or misappropriation of personally identifiable or confidential corporate information;
 - Violation of any federal or state privacy statute pertaining to the disclosure or misappropriation of personally identifiable or confidential corporate information.

Coverage Territory

For cyber liability and privacy crisis management expense coverage, the coverage territory means worldwide, but the event and suit must take place in the U.S., Puerto Rico or Canada.

AUTO

<u>Coverage</u>	<u>Symbol</u>	<u>Limit</u>
Combined Single Limit for Bodily Injury & Property Damage (each accident):	1	\$1,000,000
"No Fault" or Statutory Personal Injury Protection:		
Auto Medical Payments:	7, 8, 9	\$10,000
Uninsured Motorists:	2, 8, 9	\$1,000,000
Underinsured Motorists:	2, 8, 9	\$1,000,000
Physical Damage Comprehensive:	7,8	see schedule below
Physical Damage Collision:	7,8	see schedule below

Schedule of Vehicles

<u>Vehicle No.</u>	<u>Year/Make/Model</u>	<u>VIN</u>	<u>ACV</u>	<u>Agreed Value</u>	<u>Comp.</u>	<u>Coll. Ded.</u>
0001	1989 CHEVY FIRST RESPONDER	1GB1P32W2R336573		\$60,000	\$250	\$500
0002	1993 SEAGRAVE PUMPER LDH	1F9EU28T8PC32099		\$400,000	\$250	\$500
0003	2007 PIERCE PUMPER LDH	4PICB01T17A007638		\$450,000	\$250	\$500
0004	2009 CHEVY SILVERADO FIRST RESPONDER	2GCEK233191126189		\$45,000	\$250	\$500
0005	1998 CHEVY DUMP W/PLOW	1GBJK34R0WF050643	X		\$250	\$500
0006	2011 INTERNATIONAL 7500 TANKER	1HTWNAZTICJ434895		\$198,600	\$250	\$500
	HIRED CAR PHYS DAMAGE		X		\$50	\$100

AUTO

Coverage Highlights

The following apply unless noted otherwise in this proposal:

- | | |
|---|--|
| Liability on "Any Auto" basis | <ul style="list-style-type: none">• Covers your liability for owned, hired or non-owned autos |
| Temporary Substitute Vehicle Liability | <ul style="list-style-type: none">• Coverage is provided when a replacement vehicle is loaned to you while a covered vehicle is temporarily out of service.• Coverage is on a primary basis. |
| Uninsured Motorist/Underinsured Motorist | <ul style="list-style-type: none">• Covers bodily injury and/or property damage sustained by an eligible party caused by a negligent uninsured/underinsured motorist per state laws. |
| Hired Car Physical Damage | <ul style="list-style-type: none">• Coverage for hired, borrowed or commandeered vehicles on an actual cash value basis.• Coverage is primary. |
| Deductible Waiver | <ul style="list-style-type: none">• If an Auto Physical Damage claim occurs in conjunction with a claim under a Glatfelter Public Practice Inland Marine or Property coverage, only one deductible, the largest, will apply to all losses. |
| Airbag Coverage | <ul style="list-style-type: none">• Covers loss caused by accidental discharge of an airbag. |
| Elected or Appointed Officials - Commissions as Insureds | <ul style="list-style-type: none">• Covers your elected or appointed officials while using a covered auto you do not own, hire or borrow, while performing duties related to the conduct of your business.• Covers commissions, authorities, boards or agencies, their commissioners, officers and members while using a covered auto you do not own, hire or borrow, but only while acting within the authority granted by you and only performing duties related to the conduct of your business. |
| Knowledge of Accident | <ul style="list-style-type: none">• Failure of any agent, volunteer worker or employee of the insured, other than an employee authorized by you to give or receive notice of an accident, claim, suit or loss, to notify us of any accident, shall not invalidate insurance afforded by the policy. |

EXCESS LIABILITY

Excess Liability coverage protects you with the following:

- Excess limits above the limits of your scheduled underlying Auto Liability, General Liability, Law Enforcement Activity Liability, and Public Officials and Management Liability coverage parts.
- Excess coverage will apply when scheduled underlying policies have been exhausted.

Policy Type: Follow Form Excess

	<u>Limit of Insurance</u>
Each Occurrence:	\$5,000,000
General Aggregate:	\$10,000,000

Coverage Highlights

The following apply unless noted otherwise in this proposal:

- | | |
|--|---|
| Public Officials and Management Liability | <ul style="list-style-type: none">• Follows form with underlying occurrence or claims-made coverage. |
| Employer's Liability | <ul style="list-style-type: none">• Included in excess limits if scheduled as underlying coverage. |
| Defense Costs | <ul style="list-style-type: none">• Payable in addition to the Limits of Insurance. |
| Public Use of Property | <ul style="list-style-type: none">• No coverage is provided for claims arising out of the principles of eminent domain, including condemnation, adverse possession, dedication by adverse use, or inverse condemnation. |
| Failure to Supply Water | <ul style="list-style-type: none">• Coverage is included for failure to supply water and is not subject to the ISO sudden and accidental restriction. |

PREMIUM SUMMARY

<u>Coverage</u>	<u>Premium</u>
Property	\$1,099
Inland Marine	\$488
Crime	\$71
General Liability	\$3,609
Law Enforcement Activity Liability	Included
Public Officials and Management Liability	\$2,431
Cyber Liability and Privacy Crisis Management Expense	Included
Auto	\$3,216
Excess Liability	\$1,797
Total Annual Premium (excludes state-imposed taxes, surcharges and fees)	\$12,711

PROPOSAL NOTES

General

Note: The premiums quoted may include package discounts. If you should decide to buy some coverages but not others, your premiums may change.

Property

Note: Losses caused by Earthquake are excluded for all items at all premises.

Note: Flood coverage has only been quoted for the premises shown in the Flood Schedule. The premium is \$40 and is included in the Property premium.

Note: The limit for Trees, Shrubs, Plants and Lawns is \$25,000 for any one occurrence.

Auto

Note: The Medical Payments limit of \$10,000 applies to the following vehicles: All Covered Autos

Excess Liability

Note: Coverage is quoted excess of Auto Liability and General Liability and Law Enforcement Activity Liability and Employers Liability and Public Officials and Management Liability.

TOWN MEETING:

June 21, 2016

AGENDA ITEM #: 11a

ACTION TYPE:

Closed Session

(For Discussion Only)



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Administrator/Clerk
Date: June 16, 2016
RE: **Closed Session – Employment, promotion, compensation or performance evaluation for Fire Chief– Buchanan Fire & Rescue**

RECOMMENDED ACTION: This item is for discussion only.

SUMMARY: Fire & Rescue Chief Recruitment & Selection - Pursuant to section 19.85(1)(c) of the Wisconsin State Statutes: Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

The Town's Public Safety Ad-Hoc Committee is recommending a finalist for the Buchanan Fire & Rescue Chief. The Board may discuss and interview the finalist if desired.

Any Town Board action, including appointment of the candidate, will need to be made after reconvening back into open session.

Additional Information related to this item can be disseminated at the meeting.

NOTE: ONLY TOWN BOARD MEMBERS ARE ENTITLED TO PARTICIPATE IN A CLOSED SESSION UNDER SECTION 19.85(1) (C). IT IS UP TO THE TOWN BOARD TO INVITE OTHERS IN THE MEETING, SUCH AS THE PROSPECTIVE EMPLOYEE OR OTHER MEMBERS OF THE PUBLIC.

POLICY/PLAN REFERENCE(S):

1. Wis. Stats. §19.85 (1)(c)

FISCAL IMPACT: NONE

JDG

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Attachments: Resume & Application Material (Town Board Only)